



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Agriculture,
Water and the Environment

Business

business.gov.au
13 28 46
Delivered by AusIndustry™

Grant Opportunity Guidelines

Environment Restoration Fund - Safe Havens Grants

Opening date:	16 November 2020
Closing date and time:	5.00pm Australian Eastern Daylight Time on 11 January 2021 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	16 November 2020
Type of grant opportunity:	Open competitive

Contents

1. Environment Restoration Fund - Safe Havens Grants processes	4
2. About the Environment Restoration Fund - Safe Havens Grants	5
3. Grant amount and grant period	6
3.1. Grants available	6
3.2. Project period	6
4. Eligibility criteria	6
4.1. Who is eligible?	6
4.2. Additional eligibility requirements	6
4.3. Who is not eligible?	7
4.4. What qualifications or skills are required?	7
5. What the grant money can be used for	7
5.1. Eligible activities	7
5.2. Eligible locations	8
5.3. Eligible expenditure	8
5.4. What you cannot use the grant for	9
6. The assessment criteria	9
6.1. Assessment criterion 1	10
6.2. Assessment criterion 2	10
6.3. Assessment criterion 3	11
7. How to apply	11
7.1. Attachments to the application	11
7.2. Joint applications	12
7.3. Timing of grant opportunity	12
8. The grant selection process	13
8.1. Who will approve grants?	13
9. Notification of application outcomes	14
10. Successful grant applications	14
10.1. Grant agreement	14
10.2. Standard grant agreement	14
10.3. Project specific legislation, policies and industry standards	14
10.4. How we pay the grant	15
10.5. Tax obligations	15
11. Announcement of grants	16
12. How we monitor your grant activity	16
12.1. Keeping us informed	16
12.2. Reporting	16
12.2.1. Progress reports	17
12.2.2. End of project report	17

12.2.3. Ad-hoc reports.....	17
12.3. Independent audits	17
12.4. Compliance visits	17
12.5. Grant agreement variations	17
12.6. Evaluation	18
12.7. Grant acknowledgement.....	18
13. Probity.....	19
13.1. Conflicts of interest	19
13.2. How we use your information	19
13.2.1. How we handle your confidential information	20
13.2.2. When we may disclose confidential information	20
13.2.3. How we use your personal information.....	20
13.2.4. Freedom of information.....	21
13.3. Enquiries and feedback	21
14. Glossary.....	21
Appendix A. List of species.....	24
Appendix B. List of species.....	27
Appendix C. Requirements for your project plan.....	30

1. Environment Restoration Fund - Safe Havens Grants processes

The Environment Restoration Fund - Safe Havens Grants Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Agriculture, Water and the Environment's Outcome 1. The Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Environment Restoration Fund - Safe Havens Grants

We evaluate the specific grant activity and Environment Restoration Fund - Safe Havens Grants as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the Environment Restoration Fund - Safe Havens Grants

The Environment Restoration Fund - Safe Havens Grants opportunity will run over three years from 2020-21 to 2022-23. This program is part of a \$10 million election commitment announced in May 2019 under the Environment Restoration Fund, an initiative running from 2019-20 to 2022-23 to support the creation of safe havens for threatened species.

Safe havens are areas where invasive predators such as feral cats and foxes have been permanently removed from fenced areas and islands to provide long term protection for native wildlife. The establishment of safe havens is a priority action area under the Threatened Species Strategy¹, the Australian Government's approach to halting the decline of threatened species and supporting their recovery.

The objective of this program is to:

- reduce extinction risk to nationally listed threatened species through strategic expansion of the safe haven network

The intended outcomes of the program are to:

- improve the representation of priority threatened mammal species susceptible to invasive predators within safe havens
- create new or expanded safe havens for priority threatened mammals and other threatened species, including:
 - exclosures that provide invasive predator-free habitat
 - islands from which key invasive species are eradicated
- translocate priority threatened mammal species to new or existing safe havens.

Refer to Section 5 for further detail regarding eligible grant activities.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this grant opportunity on behalf of the Department of Agriculture, Water and the Environment.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)².

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

¹ <https://www.environment.gov.au/biodiversity/threatened/publications/strategy-home>

² <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

3. Grant amount and grant period

Up to \$6.788 million is available over three years for this grant opportunity from 2020-21 to 2022-23.

3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure.

- The minimum grant amount is \$500,000.
- The maximum grant amount is \$1.8 million.

We cannot fund your project if it receives funding from another Commonwealth, State or Territory or local government grant. You can apply for a grant for your project under more than one Commonwealth, State or Territory or local government program, however if multiple funding applications are successful, you must choose only one.

3.2. Project period

The maximum project period is 36 months.

You must complete your project by 31 May 2023.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity incorporated in Australia
- a co-operative
- a regional [National Resource Management \(NRM\) organisation](#)
- an Indigenous not-for-profit corporation
- an Australian local government agency or body
- an Australian State/Territory Government agency or body
- an incorporated trustee may apply on behalf of a trust.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications:

- where you have identified that at least one priority mammal from Appendix A or Appendix B will benefit from your project activities
- where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding

- where you provide a current letter of support for your project from the site or land owner, if you are not the site or land owner
- where you can provide a letter of support from each project partner where the application is a joint application (refer to section 7.2)
- where you can provide a letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, if their support is required
- where you certify that your proposed project does not duplicate other government-funded management actions that are already underway in the location you are proposing to undertake activities.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)

4.4. What qualifications or skills are required?

If you are successful, relevant personnel working on the project must maintain the following registration/checks:

- Working with Children Check (as required)
- Working with Vulnerable People registration (as required).

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- improve the representation of priority threatened mammal species protected within safe havens (island or fenced areas). The table of priority threatened mammal species is provided in Appendix A and B
- have at least \$500,000 in eligible expenditure.

Eligible activities may include:

- planning, designing and constructing new invasive predator exclosures by constructing exclusion fencing and/or the expanding, upgrading and extending existing invasive predator exclosures
- establishing new or expanded predator free island safe havens
- planning, implementing, expanding or accelerating eradication of invasive predators within exclosures or on islands
- planning and translocating priority threatened species into invasive predator free exclosures or island safe havens as part of this project.

We may also approve other activities.

5.2. Eligible locations

Your project for a new or expanded safe haven must be located:

- within Australia and/or Australian territories
- in a secure conservation land tenure (unless there are constraints that limit the option to place secure conservation tenure over the area, in which case you must outline how this risk will be mitigated in your risk assessment).

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment)
- contract expenditure, the cost of any agreed project activities that you contract to others
- consumables and equipment associated with eradicating invasive predators and monitoring directly related to the project
- staff training that directly supports the achievement of project outcomes
- construction costs for creating safe havens, including purchasing materials, fencing, habitat design, planning, construction and maintenance
- translocation costs associated with the movement and care of threatened species including monitoring, into a new or expanded safe haven
- costs you incur to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- costs associated with managing collaborations and partnerships with Traditional Owners and the local community
- costs you incur for managing land tenure considerations
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.
- purchase of computing equipment and software directly related to the project
- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise

You may elect to commence your project from the date we notify you that your application is eligible and complete, however we are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.4. What you cannot use the grant for

Expenditure items that are not eligible are:

- in-situ increased management measures, such as predator and weed management, within an area not protected by a barrier where it is not associated with the creation of a safe haven under this funding
- captive breeding and rescue activities that are not a short-term measure for translocating to a new or existing safe haven
- short-term enclosures (for example, temporary fencing or insecure land tenure)
- enclosures whose primary purpose is to assist economic viability (e.g. to increase agricultural productivity by excluding native herbivores)
- costs of purchasing, leasing, depreciation of, or development of land
- the purchase of land for future establishment of safe havens
- costs incurred prior to us notifying you that the application is eligible and complete
- activities, equipment, services or supplies that are already being supported through other sources
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers not directly related to the project
- costs such as rental, renovations and utilities
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- travel or overseas costs that exceed 10% of total project costs except where otherwise approved by the Program Delegate
- costs incurred in the preparation of a grant application or related documentation
- activities likely to have a significant adverse impact on any matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999*
- activities likely to have a significant adverse impact on Indigenous cultural heritage without approval through relevant state or territory legislation.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size,

complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 50% per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

The extent that your project will support the recovery of priority threatened mammals through establishing new safe havens, creating safe havens on offshore islands, or expanding existing safe havens (40 points).

You should demonstrate this by describing:

- a. the priority threatened mammals (listed in Appendix A and B) and other nationally and state listed threatened species that will benefit from this project. In assessing similar applications Appendix A species will be weighted above Appendix B species
- b. how your project activities will protect your priority threatened mammal and other species you identify in your application
- c. the extent to which your project will reduce the extinction risk and improve the representation of your target species
- d. where you are expanding an existing safe haven and activities are complementary to work that is underway, demonstrate alignment by:
 - filling a critical gap
 - expanding or supplementing an existing activity, or
 - extending the timeframe of an existing activity.

A list of priority threatened mammals with high or extreme predator susceptibility and represented in only zero or one safe haven is included in Appendix A.

A list of secondary priority threatened mammals which have low to extreme predator susceptibility, currently represented in two or more safe havens but do not have adequately representation across the safe haven network is included in Appendix B.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (40 points).

You should demonstrate this by describing:

- a. your project team's knowledge, skills and past experience in effectively managing similar environmental projects, and your access to personnel with relevant skills and experience
- b. your plan to manage the project, addressing scope, implementation plan, timeframes, budget and risk assessment, including how you will manage key risks to the success of the project
- c. your strategy to maintain the project outcomes beyond the term of the grant funding
- d. how you will measure the success of the project.

You must attach a project plan, budget and risk assessment with an adequate level of detail for this assessment criterion. Applications which adequately address relevant requirements outlined in Appendix C will be highly regarded under criterion 2.

6.3. Assessment criterion 3

Impact of grant funding (20 points).

You should demonstrate this by describing:

- a. the extent that your project does not duplicate existing activities (your project may be stand-alone or complement, extend or expand existing activities)
- b. how the funding amount requested with respect to the scale of the project and intended outcomes can be justified
- c. any additional investment that your project will leverage, such as cash or in-kind support that will enhance the achievement of intended outcomes.

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You can view and print a copy of your submitted application on the portal for your own records.

When preparing your application, you should outline how you will adapt the project if Government restrictions in response to the COVID-19 pandemic impact project delivery. Projects need to be designed to ensure participants' health and safety.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- project plan (see requirements at Appendix C) including:
 - project budget
 - risk assessment
- spatial information (map) of proposed project site
- evidence of support from the board, CEO or equivalent (template provided on business.gov.au and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support

- trust deed (where applicable)
- documents that support your application where applicable, including:
 - letter of support for your project from the site or land owner, if you are not the site or land owner
 - a letter of support from each project partner where the application is a joint application
 - landholder agreements or letters of support from the relevant Traditional Owners or Indigenous organisations with landowner/management rights
 - evidence of scientific advisory panel assistance from relevant project stakeholders
 - commitments for in-kind support and leveraged funding.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project around March 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	March 2021
End date of grant commitment	30 June 2023

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We will establish a committee of Australian Government departmental representatives to assess applications. The committee may also seek additional advice from independent technical experts.

The committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The committee may also take into account other factors, such as geographic spread of projects, the range of projects that will protect the most number of priority species and the risks associated with the grant, including risks of the activity and risks to the Commonwealth.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Minister for the Environment decides which grants to approve taking into account the application assessment and the recommendations of the committee and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Standard grant agreement

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- Commonwealth/State/Territory legislation in relation to:
 - workplace health and safety
 - animal care and protection, including prevention of cruelty to animals
 - management of wildlife and listed threatened species
 - quarantine, national parks and wildlife, biosecurity, and biodiversity conservation
 - agricultural and veterinary chemicals use, including the AgVet Codes

- biosecurity, to prevent the spread of pests and diseases
- native vegetation and environment protection.
- State/Territory legislation in relation to:
 - interstate movement of native plants and animals
 - animal welfare.
- Whilst you are required to be compliant with all relevant laws and regulations, you must comply with the following requirements:
 - state/territory regulated activities, such as take from the wild
 - hold relevant permits or be otherwise accredited with, or authorised by, the relevant state or territory government(s) to undertake the proposed activities in those jurisdictions.
 - relevant codes of practice, standards and guidelines, and threatened species conservation programs (where applicable).
 - you and other people engaged in the grant activity must not trespass on property in the course of undertaking your grant activity nor endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.
 - any government measures and requirements in relation to COVID-19 (Coronavirus).

If the grant activity is proposing to directly affect Indigenous places, values or communities, the applicant must have the consent of the Traditional Owners.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments six-monthly in advance, subject to acceptance of a satisfactory progress report on the project. We will set aside 10 per cent of the total grant funding for the final payment, payable upon acceptance of satisfactory end of project reports. Schedules for payments and reporting requirements are set out in the grant agreement.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities³.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

³ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

You must acknowledge the financial support received from the Australian Government in all publications, websites, promotional and advertising materials, displays and signage, public announcements and activities relating to the grant by using the following:

'The [activity] is funded by the Australian Government's Environment Restoration Fund - Safe Havens program'

You must include the Australian Government logo in all promotional materials, publications and websites. Do not modify the logo's colour, shape, form, font or design in any way. Do not place it over an image or heavily textured background or as a tint of a colour. You cannot use the logo to give the impression that the Australian Government has published a product or endorsed another organisation.

If you promote your project on social media, where character limits allow please use the following handles and hashtags:

- Twitter - @TSCommissioner, @envirogov
- Facebook - @TSCommissioner, @awegov (Australian Department of Agriculture, Water and the Environment)
- Instagram - @tscommissioner, @awegov

This helps the Australian Government cross-promote projects through Facebook and Twitter.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁴ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁵ on the department's website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

⁴ <https://www.legislation.gov.au/Details/C2019C00057>

⁵ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to [the committee and] our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁶ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

⁶ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry - Support for Business
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁷ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.

⁷ <http://www.ombudsman.gov.au/>

Term	Definition
Eligible application	An application or proposal for [services or grant funding] under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 0.
Exclosure	A predator-free fenced area that provides habitat for native fauna and flora.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Minister for the Environment
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Priority threatened mammals	<p>Nationally listed mammals that are not adequately represented across the safe haven network, and are threatened to varying extents from predation by introduced cats and European red foxes.</p> <p>The list of priority threatened mammals is at Appendix A and Appendix B.</p>

Term	Definition
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Translocation	The intentional, human mediated movement of living organisms from one location to another location.
Safe Haven	Predator-free islands or fenced exclosures where the principal threat of introduced predators is either naturally absent or excluded by management, ensuring protection from long-term threats.

Appendix A. List of species

Table 1. Primary species priorities: Nationally listed species which have high or extreme predator susceptibility and are not currently protected in a safe haven or only protected in one safe haven nationally.

Taxon	Common name	Predator susceptibility	Total number of populations in havens	EPBC Act	Current Location*
<i>Bettongia tropica</i>	Northern Bettong	High	0	EN	QLD
<i>Burramys parvus</i>	Mountain Pygmy-possum	High	0	EN	NSW and Vic
<i>Conilurus penicillatus melibius</i>	Brush-tailed Rabbit-rat (Tiwi Islands)	High	0	sp. is VU	NT
<i>Conilurus penicillatus</i>	Brush-tailed Rabbit-rat (Kimberley, Top End)	High	1	sp. is VU	WA
<i>Dasyuroides byrnei</i>	Kowari	High	0	VU	QLD and SA
<i>Dasyurus geoffroii</i>	Chuditch, Western Quoll	High	0	VU	WA
<i>Isoodon obesulus obesulus</i>	Southern Brown Bandicoot (eastern; and south-eastern)	High	1	EN	SA, Vic and NSW
<i>Mastacomys fuscus mordicus</i>	Broad-toothed Rat (mainland)	High	0	VU	NSW, ACT and Victoria
<i>Mesembriomys gouldii melvillensis</i>	Black-footed Tree-rat (Melville Island)	High	0	VU	NT
<i>Mesembriomys gouldii gouldii</i>	Black-footed Tree-rat (Kimberley and mainland Northern Territory)	High	0	EN	NT and WA
<i>Mesembriomys gouldii rattoides</i>	Black-footed Tree-rat (north Queensland)	High	0	VU	QLD
<i>Notomys aquilo</i>	Northern Hopping-mouse	High	0	VU	NT
<i>Notomys fuscus</i>	Dusky Hopping-mouse	High	0	VU	QLD, NSW, SA and NT

<i>Onychogalea fraenata</i>	Bridled Nailtail Wallaby	High	1	EN	NSW and Qld
<i>Petrogale concinna canescens</i>	Nabarlek (Top End)	High	0	EN	NT
<i>Petrogale lateralis</i> subsp. MacDonnell Ranges populations	Black-footed Rock-wallaby (MacDonnell Ranges), Warru	High	0	VU	NT, WA, SA
<i>Petrogale lateralis</i> subsp. West Kimberley populations	Black-footed Rock-wallaby (west Kimberley)	High	0	VU	WA
<i>Petrogale penicillata</i>	Brush-tailed Rock-wallaby	High	1	VU	Vic, NSW, ACT and Qld
<i>Petrogale xanthopus celeris</i>	Yellow-footed Rock-wallaby (central-western Queensland)	High	0	VU	Qld
<i>Petrogale xanthopus xanthopus</i>	Yellow-footed Rock-wallaby (South Australia, New South Wales)	High	0	VU	SA and NSW
<i>Phascogale calura</i>	Red-tailed Phascogale	High	2	VU	WA
<i>Phascogale pirata</i>	Northern Brush-tailed Phascogale	High	0	VU	NT
<i>Phascogale tapoatafa kimberleyensis</i>	Brush-tailed Phascogale (Kimberley)	High	0	VU	WA
<i>Potorous longipes</i>	Long-footed Potoroo	High	0	EN	Vic and NSW
<i>Potorous tridactylus tridactylus</i>	Long-nosed Potoroo (south-eastern Queensland, north-eastern New South Wales)	High	0	VU	QLD, NSW, Vic and SA
<i>Pseudomys australis</i>	Plains Mouse	High	1	VU	SA and NT
<i>Pseudomys fumeus</i>	Smoky Mouse	High	0	EN	ACT, NSW and Victoria
<i>Pseudomys novaehollandiae</i>	New Holland Mouse	High	1	VU	QLD, NSW, ACT (fenced), Vic, Tas

<i>Pseudomys oralis</i>	Hastings River Mouse	High	0	EN	NSW and Qld
<i>Pseudomys shortridgei</i>	Heath Mouse	High	0	EN	Vic, SA and WA
<i>Sminthopsis aitkeni</i>	Kangaroo Island Dunnart	High	0	EN	SA
<i>Zyzomys maini</i>	Arnhem Rock-rat	High	0	VU	NT
<i>Zyzomys palatalis</i>	Carpentarian Rock-rat	High	0	EN	NT
<i>Zyzomys pedunculatus</i>	Central Rock-rat	Extreme	0	EN	NT

* May, Known and Likely

Appendix B. List of species

Table 2. Secondary species priorities: Nationally listed species which have low to extreme predator susceptibility, currently represented in two or more safe havens but do not have adequately representation across the safe haven network nationally.

Taxon	Common name	Predator susceptibility	Total number of populations in havens	EPBC Act	Current Location*
<i>Antechinus minimus maritimus</i>	Swamp Antechinus (coastal Victoria and far south-eastern South Australia)	Low	3	VU	Vic and SA
<i>Bettongia lesueur</i> subsp Barrow and Boodie Is	Boodie (Barrow Island)	Extreme	4	VU	WA
<i>Dasyurus maculatus</i> [Tasmania]	Spotted-tailed Quoll (Tasmania)	Low	0	VU	Tas
<i>Dasyurus maculatus gracilis</i>	Spotted-tailed Quoll (north Queensland)	Low	0	EN	QLD
<i>Dasyurus maculatus maculatus</i> [mainland]	Spotted-tailed Quoll (south-eastern mainland)	Low	0	EN	Qld, NSW, ACT Victoria and SA
<i>Dasyurus viverrinus</i>	Eastern Quoll	Extreme	2	EN	Tas, NSW (translocated), Vic (fenced) and ACT (fenced)
<i>Gymnobelideus leadbeateri</i>	Leadbeater's Possum	Low	0	CR	Vic
<i>Isodon obesulus nauticus</i> (Nuyts Archipelago)	Southern Brown Bandicoot (SA)	High	3	VU	SA
<i>Lagorchestes conspicillatus conspicillatus</i>	Spectacled Hare-wallaby (Barrow Island)	Extreme	2	VU	WA

<i>Lagorchestes hirsutus bernieri</i>	Rufous Hare-wallaby (Shark Bay)	Extreme	2	VU (also VU for <i>L. h. dorreeae</i>)	WA
<i>Lagorchestes hirsutus</i> undescribed subsp inland 'mala'	Mala	Extreme	2	EN	WA, NT and NSW (Translocated)
<i>Lagostrophus fasciatus</i>	Banded Hare-wallaby	Extreme	4	VU	WA
<i>Leporillus conditor</i>	Greater Stick-nest Rat	Extreme	7^	VU	WA, SA and NSW
<i>Macrotis lagotis</i>	Bilby	High	5	VU	WA, NT, QLD, SA
<i>Myrmecobius fasciatus</i>	Numbat	High	4	VU	WA, SA (fenced), NSW (fenced)
<i>Perameles bougainville</i>	Western Barred Bandicoot	Extreme	4	EN	WA
<i>Perameles gunnii gunnii</i>	Eastern Barred Bandicoot (Tasmania)	Low	0	VU	Tas
<i>Perameles gunnii</i> subsp (Victorian populations)	Eastern Barred Bandicoot (Victoria)	Extreme	4	EN	Vic
<i>Petrogale coenensis</i>	Cape York Rock-wallaby	Low	0	EN	QLD
<i>Petrogale concinna monastria</i>	Nabarlek (Kimberley)	High	4	EN	WA
<i>Petrogale lateralis hacketti</i>	Recherche Rock-wallaby	High	3	VU	WA
<i>Petrogale lateralis lateralis</i>	Black-flanked Rock-wallaby	High	3	EN	WA
<i>Petrogale persephone</i>	Proserpine Rock-wallaby	Low	2	EN	QLD
<i>Petrogale sharmani</i>	Mount Claro Rock-wallaby, Sharman's Rock-wallaby	Low	0	VU	QLD

<i>Potorous gilbertii</i>	Gilbert's Potoroo	Extreme	3	CR	WA
<i>Pseudocheirus occidentalis</i>	Western Ringtail Possum	High	2	VU	WA
<i>Pseudomys fieldi</i>	Djoongari, Shark Bay Mouse	Extreme	3	VU	WA
<i>Setonix brachyurus</i>	Quokka	High	3	VU	WA
<i>Sminthopsis butleri</i>	Butler's Dunnart	Low	0	VU	NT
<i>Sminthopsis psammophila</i>	Sandhill Dunnart	Low	0	EN	SA, NT and WA
<i>Xeromys myoides</i>	Water Mouse	Low	0	VU	Qld, NT, WA and far north NSW

* May, Known and Likely

^ Although the Greater Stick-nest Rat has adequate representation in the safe haven network, it has been included in the priority list due to recent marked declines in some key populations.

Appendix C. Requirements for your project plan

You must include a project plan to demonstrate the extent that your project meets the requirements of the program. Your project plan must include the following information, tailored to your proposed activities:

1. Priority threatened species

- the species from Appendix A and B that will benefit from the project must be clearly identified along with other nationally and state listed threatened species. In assessing similar applications, Appendix A species will be weighted above Appendix B. The project's contribution to the protection and recovery other threatened species will also be considered, however applications which have a significant focus on species outside of Appendix A or B will be less competitive

2. For enclosure projects and offshore islands

- the location, habitat and scale of any enclosures and how these characteristics will ensure an effective outcome for the priority threatened species
- how your project will plan, design and construct effective invasive predator exclusion fences, including an outline of the likely effectiveness of the enclosure to exclude invasive predators
- the invasive species currently in the proposed enclosure or offshore island and your plan to eradicate invasive predators within enclosures or island within project timeframe
- the priority threatened species historic distribution (and relevance to the proposed enclosure), current distribution and potential for reintroduction
- any additional threatened species or threatened ecological community outcomes (nationally/state listed) that could be achieved through the enclosure or offshore island
- the potential enclosure impacts on existing species in the area, (including fragmentation of non-target species populations, blockages to migration, gene flow) and how these would be mitigated
- the threats to priority threatened species that may occur within the enclosure or offshore island (natural predation, availability of food resources, boom and bust cycles) and how these would be mitigated
- the biosecurity arrangements to prevent predators, weeds or other pest species being re-introduced, for offshore islands

3. For translocations into safe havens

- the possible source populations of priority threatened species for translocation
- survey and analysis of the source population
- the intended size of the population within the safe haven
- trapping, selection and transport arrangements
- individual health checks
- genetic assessment to ensure long term health and viability of translocated species
- management of genetic diversity and carrying capacity
- short term ex-situ management pending release into safe haven

- post release tracking and monitoring
- management of excess individuals
- evidence that translocating the nominated species is appropriate, and that this action aligns with the national Recovery Plan or Conservation Advice for that species.

4. For ex-situ conservation

- identification of source populations for establishing/expanding population
- the number of founding individuals required
- possible impacts or risks in obtaining individuals from source populations
- feasibility or likely chance of successful breeding
- management of genetic diversity and viability within insurance populations
- the intended population size, carrying capacity and management of excess individuals including future translocation options
- resourcing for infrastructure, expertise and timeframe for management of insurance population
- the proposal to translocate the species to appropriate safe haven island or enclosure
- accreditation to hold captive populations of Australian threatened species

5. General requirements for all projects

- the governance and assurance measures in place for your project
- the extent to which relevant expertise has been incorporated into the project team
- a response plan for potentially catastrophic impacts to your project, including unplanned fire, flooding and potential impacts of climate change, including temporary or emergency rescue arrangements
- the land tenure and conservation security arrangements
- the approvals, permits or other authorisations that are required and information on compliance with relevant Commonwealth and state legislation
- the community commitment to tackle invasive predator eradication, if there is a likely impact on the success of the project
- the long-term plan to manage the safe haven, including likely sources of funding, maintenance etc.
- the approach to managing collaborations and partnerships with Traditional Owners and the local community
- all potential risks associated with the proposal, including Work Health and Safety risks, and approach to mitigating or managing these risks
- a project budget with an adequate level of detail that is cost-effective with respect to the project's scale and intended outcomes