



## Grant Opportunity Guidelines

# Regional and Remote Airport Security Awareness Program

<b>Opening date:</b>	1 July 2021
<b>Closing date and time:</b>	17:00 Australian Eastern Standard Time on 30 May 2024 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Home Affairs
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46 or RASAP@industry.gov.au
<b>Date guidelines released:</b>	
<b>Type of grant opportunity:</b>	Demand driven

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# 1. Regional and Remote Airport Security Awareness Program processes

**The Regional and Remote Airport Security Awareness Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to Department of Home Affairs' Outcome 1. The Department of Home Affairs 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 undertake and pay for eligible activities**



**You complete and submit a grant application**



**We assess all grant applications**

We review the applications against eligibility criteria.



**Grant decisions are made**

The decision maker makes a decision about the grants.



**Payment is made**



**Evaluation of the Regional and Remote Airport Security Awareness Program**

We evaluate the specific grant activity and program as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the Regional and Remote Airport Security Awareness Program

These guidelines contain information for the Regional and Remote Airport Security Awareness Program (the program). The program provides re-imbusement funding to support regional and remote airports to meet requirements of the Screener Accreditation Scheme. The program aims to provide transitional support through the implementation of the new scheme with funding concluding in 2024.

The objectives of the program are to:

- support regional and remote airports to meet requirements of the Screener Accreditation Scheme
- increase the delivery and effectiveness of education, training and testing for screening officers and air cargo examination officers
- reduce the cost burden of airport security to regional airports
- support regional airport compliance with the Aviation Transport Security Act 2004.

The intended outcomes of the program are:

- increased compliance with the Screener Accreditation Scheme
- increased airport security in remote and regional airports
- increased skills and capabilities of screening officers and air cargo examination officers
- increased compliance with the Aviation Transport Security Act 2004.

This document sets out:

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

The Department of Industry, Science, Energy and Resources (we/the department) is responsible for administering this grant opportunity on behalf of the Department of Home Affairs.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

We have defined key terms used in these guidelines in the glossary at section 12.

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

## 3. Grant amount and grant period

For this program, up to \$4 million is available over 2021-22 to 2023-24.

### 3.1. Grants available

The grant amount will be up to 100 per cent of eligible expenditure (grant percentage).

- The minimum grant amount is \$1,000.

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- The maximum grant amount is \$25,000 (per annum)

You can apply for up to two grants per financial year, up to a maximum of \$25,000 per financial year.

## 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 be invited to apply as an eligible regional or remote airport or entity formally authorised by the eligible airport.

The Department of Home Affairs identified Regional and Remote airports as needing support for the implementation of the Screener Accreditation Scheme (the Scheme). The basis of this grant is recognition of the financial impost the introduction of the Scheme has on Regional and Remote airports who typically run on small profit margins.

If you have not been invited to apply to the Regional and Remote Security Awareness Program, you are not considered eligible to apply.

### 4.2. Additional eligibility requirements

We can only accept applications:

- where you provide an invoice(s) demonstrating proof of delivery and payment for eligible activities. Invoices must be paid between 1 July and 30 May in the financial year of your application
- where you have not received the maximum \$25,000 in the financial year of your application.

### 4.3. Who is not eligible?

You are not eligible to apply if:

- you do not provide proof of delivery and payment for eligible activities
- you have received \$25,000 in Regional and Remote Airport Security Awareness Program grants in the financial year of your application.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your activities must:

- be aimed at supporting airport staff to meet airport Screener Accreditation Scheme
- have at least \$1,000 in eligible expenditure

Eligible activities include:

- activities that facilitate compliance with the Screener Accreditation Scheme
- supporting nominated personnel to become accreditors through nationally recognised qualifications and other approved training courses
- supporting applications in applying for their Aviation Security Identification Card (ASIC)
- supporting new screeners in gaining their Certificate II in Transport Security Protection

- supporting airport personnel that are working towards becoming accreditors to attend other approved professional training courses
- acquiring general/educational training resources for screeners

We may also approve other activities.

## 5.2. Eligible expenditure

We will reimburse you for eligible expenditure only.

Eligible expenditure items are:

Year One:

- costs associated with accreditor training, accreditors' approval costs and in-house training and workshops
- accreditation costs of screeners and course fees
- reimbursement of ASIC costs
- purchase of hardware and software directly related to Screening Officer training and education
- reimbursement of travel costs associated with attending eligible training activities
- training resources
- domestic travel limited to the cost of accommodation and economy class transportation required to conduct agreed activities within Australia.

(From Year Two to Three an additional eligible expense is included for costs associated with airports accessing accreditors to conduct workplace assessments for screeners).

Not all expenditure related to your activities may be eligible for grant funding. The Program Delegate (who is a 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.

## 5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- business as usual expenses including administration and management.
- aviation security screening equipment
- operating and staffing costs
- capital works
- training costs not aimed at supporting staff to meet airport Screener Accreditation Scheme requirements
- costs associated with activities, equipment or supplies that are already being supported through other Commonwealth or alternate sources.

## 6. How to apply

Before applying, you should read and understand these guidelines on [business.gov.au](https://business.gov.au) and GrantConnect.

The following process outlines how you apply for a grant:

<b>Step 1</b>	You will be invited to apply.
<b>Step 2</b>	You undertake eligible activities and receive a tax invoice from your provider(s)/supplier(s).
<b>Step 3</b>	You pay in full the tax invoice(s) between 1 July and 30 May of the financial year of your application.
<b>Step 4</b>	You complete and submit an application to the department for reimbursement of your expenditure up to a maximum of \$25,000 in the financial year of your application. You must include your paid tax invoice(s), as evidence of your expenditure.
<b>Step 5</b>	We assess your application and evidence for reimbursement
<b>Step 6</b>	If your application is eligible, you will receive a payment.

To submit an application for a reimbursement grant (step 4) you must:

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

You should retain a copy of your application for your own records.

You will need to provide tax invoice(s) as evidence of your eligible expenditure.

You must pay the invoice upfront. Once eligibility is confirmed we will pay you the grant.

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.

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.

## 6.1. Timing of grant opportunity

You can submit an application between 1 July and 30 May in each financial year. We cannot accept applications between 1 June and 30 June.

We expect to reimburse eligible costs within 21 business days of receipt of an eligible application.

## 7. The grant selection process

The program delegate decides which grants to approve. You will not receive a grant if:

- you are not an eligible airport invited to apply, or
- you have not incurred eligible expenditure for eligible activities, or
- you have received \$25,000 in Regional and Remote Airport Security Awareness Program funding in the financial year of your application.

The program delegate's decision is final in all matters, including the:

- approval of applications for funding
- amount of grant funding awarded
- terms and conditions of funding.

We will not review decisions about your application.

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

Subject to available funds, we may invite you to submit more than two applications per year.

## 8. Notification of application outcomes

We will advise you of the outcome of your application in writing.

### 8.1. Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your activities. 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.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

### 8.2. How we pay the grant

We will pay 100 per cent of the grant following the decision from the program delegate on the eligibility of your activities.

### 8.3. 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 entities<sup>2</sup>.

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<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](http://ato.gov.au)



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.

## 9. 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.

## 10. How we monitor your grant activity

### 10.1. 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 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.

## 11. 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.

### 11.1. 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
- 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\(7\)\)](#)<sup>3</sup> 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](#)<sup>4</sup> on the department's website.

## 11.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 11.2.1, or
- personal information as per 11.2.3,

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.

### 11.2.1. 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.

### 11.2.2. When we may disclose confidential information

We may disclose confidential information:

- to 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

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<sup>3</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>4</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

- someone other than us has made the confidential information public.

### 11.2.3. 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, 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](#)<sup>5</sup> 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.

### 11.2.4. 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.

## 11.3. 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.

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<sup>5</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

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

Chief Financial Officer  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>6</sup>](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 12. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that is eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for 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 5.2.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	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 program.
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 Commonwealth Minister for Home Affairs.

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<sup>6</sup> <http://www.ombudsman.gov.au/>

Term	Definition
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"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	A 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.