



## Program Guidelines

# Protecting National Historic Sites 2017-18

<b>Opening date:</b>	Thursday 1 February 2018
<b>Closing date and time:</b>	(TBC) AEDT on 8 March 2018
<b>Commonwealth policy entity:</b>	Department of the Environment and Energy
	If you have any questions, please contact AusIndustry
<b>Enquiries:</b>	Ph: 13 28 46 Email: (TBC) Web: <a href="https://www.grants.gov.au/">https://www.grants.gov.au/</a>
<b>Date guidelines released:</b>	1 February 2018
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Protecting National Historic Sites - processes

**The Protecting National Historic Sites Program forms part of the Australian Government's plan for heritage protection**

This grant opportunity contributes to Outcome 1 of the Environment and Energy Portfolio Budget Statements (Department of the Environment and Energy)



**The grant opportunity opens**

We publish the grant guidelines and advertise on [GrantConnect](#) and [business.gov.au](#)



**You complete and submit a grant application**



**We assess all grant applications**

We assess your application against the eligibility criteria and notify you if you are not eligible. We then assess your application against the merit criteria including an overall consideration of value for money and compare it to other eligible applications.



**We make grant recommendations**

The Department of the Environment and Energy (Moderation Panel) will provide advice to the Minister on the merits of each application.



**Grant decisions are made**

The Minister 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 we execute a grant agreement 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.



**Program evaluation**

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. Introduction

These guidelines set out the funding rules for the Protecting National Historic Sites Program (the Program) for applicants.

The Department of Industry, Innovation and Science (the Department) is responsible for administering the Program on behalf of the Department of the Environment and Energy, according to the requirements of the [Commonwealth Grants Rules and Guidelines](#)<sup>1</sup> (CGRGs).

There is up to \$4,420,000 (GST exclusive) available for the 2017-18 grant opportunity.

Applications open: 1 February 2018

Applications close: (TBC) (AEDT) on 8 March 2018

We will publish the [opening and closing dates](#) and times and any other relevant information on [GrantConnect](#) and [business.gov.au](#).

In addition to projects selected through the 2017-18 grant opportunity, the Minister may also choose to fund other strategic, urgent or exceptional projects, provided such proposals meet the objectives of the Program.

We have defined key terms used in these guidelines in Appendix A.

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

## 3. Program overview

The Australian Government's plan for a cleaner environment rests on four pillars:

- clean air
- clean land
- clean water
- heritage protection.

This Program is a key component of heritage protection and supports activities that protect, manage and conserve places on Australia's National Heritage List that are recognised for their historic heritage values. The Program's objectives are to maintain, protect and conserve the places on Australia's National Heritage List that are listed for their historic values.

There are 112 places on the National Heritage List. This Program is restricted to the 69 places on the National Heritage List that are included for their historic heritage values, and are listed in Appendix B. We refer to these sites as "Target Places". Any places that the Minister for the Environment and Energy adds to the National Heritage List for outstanding historic heritage value to Australia, prior to the closing date are also eligible for funding under the Program.

The Program's intended outcomes are:

- improved conservation, preservation and access to the National Heritage List Target Places
- improved engagement with Target Places, and improved awareness of the values of the Target Places.

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<sup>1</sup> <http://www.finance.gov.au/resource-management/grants/>

## 4. Grant amount and grant period

### 4.1 Grants available

Funding available for the 2017-18 grant opportunity is up to \$4,420,000 (GST exclusive).

You can apply for up to two grants, and you could receive up to two grants. You must be able to deliver each project independently.

The grant amount will be up to 80 per cent of eligible project costs (grant percentage).

- The minimum grant amount is \$25,000 (GST exclusive).
- The maximum grant amount is \$250,000 (GST exclusive).

You must contribute the remaining 20 per cent of eligible project costs.

You can fund your contribution from any source including state and local government. Your contribution must be cash.

### 4.2 Project duration

All projects must be able to be completed by 30 June 2019.

We may allow for extensions of this timeframe under extenuating circumstances, or if the grant is for a strategic or exceptional project.

## 5. Eligibility criteria

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

### 5.1 Who is eligible?

To be eligible you must:

1. – be a site owner of one of the National Heritage List Target Places, **or**
  - have the support of the site owner of one of the National Heritage List Target Places
  
2. be a legal entity that can enter into a grant agreement with the Commonwealth, for instance:
  - a company, incorporated in Australia
  - other incorporated entity
  - a trustee on behalf of a trust
  - an Aboriginal and Torres Strait Islander organisation, council or incorporated association
  - a local government agency or body (as defined in Appendix A)
  - a Australian state or territory government.
  - a body corporate
  - a not for profit organisation
  - an individual

3. and either:

- have an Australian Business Number (ABN) and be registered for GST, if required to be registered by the Australian Tax Office **or**
- if the Applicant does *not* have an ABN, a completed Statement by a Supplier form must be attached to the Application. The template is available on the ATO website **at** <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/> .

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. For further information on joint application, refer to section 8.2.

## 5.2 Who is not eligible?

You are not eligible to apply if you are:

- a partnership or trust (however, a trustee may apply on behalf of a trust)
- a Commonwealth Government agency or body (including government business enterprises)

## 5.3 Additional eligibility requirements

In order to be eligible you must:

- have a plan for how you will carry out the project and identify the budget for your project
- be able to meet your share of project costs
- provide the relevant mandatory attachments
- where you are not the site owner of a Target Place, provide a current letter of support from the site owner of the Target Place, which is the subject of your application for your project. A template is available from [GrantConnect](#).

We may waive or amend the eligibility criteria for a strategic or exceptional project.

## 5.4 Eligible projects

To be eligible your project must:

- maintain, protect or conserve the identified historic values of a Target Place
- include eligible activities and eligible expenditure
- have at least \$30,000 in eligible expenditure
- be able to be completed by 30 June 2019
- example eligible activities are:
  - i. implementing activities identified in the Conservation Management Plan of a Target Place
  - ii. developing a new Conservation Management Plan or revising an existing Conservation Management Plan of a Target Place
  - iii. developing facilities to enhance the Australian public's understanding of, engagement with, and physical access of a Target Place

Where you are not the site owner of the Target Place, you must have the support of the site owner for the project and all activities within the project. If you require contact details for the site owner of the Target Place, you should contact us on 13 28 46 or [business.gov.au](mailto:business.gov.au) .

We cannot fund your project if it receives funding from another Commonwealth Government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the program grant or the other Commonwealth grant.

## 5.5 Eligible activities

Eligible activities must directly relate to the project and you must carry them out in accordance with:

- [The Burra Charter \(The Australia ICOMOS Charter for Places of Cultural Significance\) 2013](#)<sup>2</sup> (Burra Charter)
- [Ask First: a guide to respecting Indigenous heritage places and values](#)<sup>3</sup> guide

## 5.6 Eligible expenditure

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

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project.

Eligible expenditure items include:

- salaries for staff working on the project direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs or expert advice directly related to the project
- research costs to help support the project outcomes
- communication and promotional costs directly related to the project
- 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
- materials and equipment hire and/or purchase directly related to the project.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required. You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

## 5.7 Ineligible expenditure

Expenditure items that are not eligible are:

- administrative costs and overheads related to the ongoing operations of an organisation or an individual's commercial operation (e.g. project coordination, office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance costs, costs associated with legally required documents such as cultural heritage site searches, permits etc.)

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<sup>2</sup> <http://australia.icomos.org/publications/charters/>

<sup>3</sup> <http://www.environment.gov.au/heritage/ahc/publications/ask-first-guide-respecting-indigenous-heritage-places-and-values>



- food, alcohol, travel or accommodation expenses (domestic or international)
- purchase of assets
- salaries and labour related to the ongoing operations of your organisation or commercial operation, (although funding may be provided to engage contractors with relevant knowledge and/or specialist expertise that is required to complete the project)
- celebrations or promotional activities not associated with activities detailed in a Conservation Management Plan
- the purchase, lease, transfer or acquisition of land or property.

## 6. The merit criteria you need to address

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion.

The application form asks questions that relate to the merit 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 define, quantify and provide evidence to support your answers. The application form displays word and character limits.

We will only award funding to applications that score highly against all merit criteria, as these represent best value for money.

### 6.1 Merit criterion 1

#### **Capacity, capability and resources to deliver the project**

You should demonstrate this through identifying:

- a. your track record carrying out similar projects
- b. your access to personnel with the right skills, experience and expertise
- c. your project plan, including how you will manage and monitor the project risks
- d. your strategy to maximise and maintain the project outcomes beyond the term of grant funding.

### 6.2 Merit criterion 2

#### **Project alignment with policy intent**

Describe the activity and provide information that demonstrates

- a. the extent to which your project will:
  - maintain, protect and conserve the Target Place
  - provide access to the Target Place
  - improve engagement with, and awareness of the values of, the Target Place.
- b. how your project aligns with the:
  - [The Burra Charter \(The Australia ICOMOS Charter for Places of Cultural Significance\) 2013](#) (Burra Charter)
  - [Ask First: a guide to respecting Indigenous heritage places and values](#) guide
  - Target Place Conservation Management Plan (where applicable)

- strategies and priorities for the Target Place, and broader national and regional plans and priorities.

### 6.3 Merit criterion 3

#### Impact of grant funding on your project

You should identify this through identifying:

- a. the likelihood of the project going ahead without the grant funding
- b. the positive impact the grant will have on the scale or timing of your project
- c. a project budget with adequate level of detail
- d. consistency of the project budget with the proposed project activities.

## 7. How we assess your application

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

We then provide advice to a departmental Moderation Panel, which includes representatives from the Department of the Environment and Energy. The Moderation Panel may also seek additional advice from independent technical experts.

The Moderation Panel will compare your application to other eligible applications in the 2017-18 grant opportunity before recommending which projects to fund.

The Moderation Panel may also take into account the following factors prior to establishing a list of recommended Projects for the Minister of the Environment and Energy's consideration:

- the amount of Australian Government heritage grant funding the Target Place has previously received
- commitments made by the Australian Government
- the total funds available under the Program
- the focus of Projects relative to the funding available
- the distribution of Projects across Australia and the Target Places (refer to Appendix B)
- a balance of Project types
- the performance of the applicant in past grant rounds
- a balance of organisation types, and
- a mix of Project types.

To recommend a project for funding it must score highly against each merit criterion. While we assess all applications against the same merit criteria, we will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

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.

For strategic or exceptional projects, we will assess your application against the Program objectives and consider the value for money. We will then refer these applications directly to the Minister.

## 7.1 Final decision

The Minister decides which grants to approve, taking into account the recommendations of the Assessment Committee and the availability of grant funds.

If you are successful, you will receive a written offer.

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

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

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

We cannot review decisions about the merits of your application.

The Assessment Committee will not recommend funding if there is insufficient Program funds available across relevant financial years for the Program.

In selecting projects to receive funding, the Minister may also select strategic, urgent or exceptional projects from outside the competitive grant opportunity process, provided such proposals meet the objectives of the Program.

## 8. How to apply

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

You can only submit an application between the [opening and closing dates](#) for this grant opportunity.

To apply, you must:

- complete the online [Protecting National Historic Sites application form](#) on [GrantConnect](#)
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your completed application.

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 1995* (Cth). We will investigate any false or misleading information and 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 13 28 46 or [business.gov.au](#) .

## 8.1 Attachments to the application

We require the following documents with your application:

- relevant sections from your Conservation Management Plan (where applicable)
- a letter of support from the owner of the Target Place (where applicable)
- trust deed (where applicable)

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.

## 8.2 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 partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project
- an outline of the relevant experience and/ or expertise the partner organisation will bring to the group
- the roles/ responsibilities the partner organisation 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.

# 9. If your application is successful

## 9.1 Grant agreement

You must enter into a grant agreement with the Commonwealth. We use two types of grant agreements in this Program. Our selection will depend on the size and complexity of your project. Sample [grant agreements](#) are available on [GrantConnect](#) and [business.gov.au](#).

We must execute a grant agreement with you before we can make any payments. You must not start any project activities until a grant agreement is executed.

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

If you enter an agreement under the Protecting National Historic Sites Program, you cannot receive other grants for the same project from other Commonwealth granting programs, or any other sources.

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

### 9.1.1 Exchange of letters grant agreement

We will use an exchange of letters as your grant agreement for projects receiving up to \$50,000 (GST exclusive). We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed (take effect) from the date you sign the letter. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

### 9.1.2 Simple grant agreement

We will use a simple grant agreement for projects receiving more than \$50,000 (GST exclusive). You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). 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.

## 9.2 How we pay the grant

The grant agreement will state the

- maximum grant amount we will pay
- percentage of costs covered by the grant (grant percentage)

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

For grants up to \$50,000 (GST exclusive), we will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

For grants over \$50,000 (GST exclusive), we will make an initial payment on execution of the grant agreement. We will make a subsequent payment six monthly in advance based on your progress against milestones and your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

We set aside 20 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project.

## 9.3 How we monitor your project

You must submit progress reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [GrantConnect](#) and [business.gov.au](#). 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.

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.

### 9.3.1 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.

### 9.3.2 Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted within 40 business days of completing the project.
- be in the format provided in the grant agreement.

### 9.3.3 Ad-hoc report

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.

## 9.4 Compliance visits

We may visit you during the project period or at the completion of your project 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.

## 9.5 Grant agreement variations

We recognise that unexpected events may prevent you from completing your project progress. You can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum 12 month period (unless approved by the Program Delegate)
- changing project activities

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement 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 and any relevant policies of the Department
- changes to the timing of grant payments
- availability of Program funds.

## 9.6 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.

## 9.7 Evaluation

We will evaluate the Program to determine the extent to which the funded activity is contributing to the Program objectives and outcomes. 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 one year after you finish your project for more information to assist with this evaluation.

## 9.8 Tax obligations

Goods and Services Tax (GST) will be applied to your grant, and grant payments, subject to your GST registration status and your entity type. A recipient created tax invoice will be provided to you at the time of payment. You are required to notify us if your GST registration status changes during the project period.

Grants are considered 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 taxation matters.

If you do not have an Australian Business Number (ABN), you will be required to complete a 'Statement by a Supplier' form (available from the [Australian Taxation Office](#)) and attach to your application.

## 10. Conflicts of interest

### 10.1 Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

### 10.2 Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, advisory committee members, Assessment Committee members, and others delivering the Program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*. We publish our [conflict of interest policy<sup>4</sup>](#) on the Department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the Program.

## 11. How we use your information

Unless the information you provide to us is:

- confidential information as per 11.1, or
- personal information as per 11.2,

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
- for statutory reporting requirements.

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<sup>4</sup> <https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>



## 11.1 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets one of the four conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Disclosing the information would cause unreasonable harm to you or someone else.
4. You provide the information with an understanding that it will stay confidential.

### 11.1.1 When we may disclose confidential information

We may disclose confidential information:

- to the Department of the Environment and Energy
- to the Assessment 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.

## 11.2 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. 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 Assessment Committee, and other Commonwealth employees and contractors, including the Department of the Environment and Energy, 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.

### 11.3 Public announcement

We will publish non-sensitive details of successful projects on [business.gov.au](http://business.gov.au) and the Department of the Environment and Energy website. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>6</sup>, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- National Heritage List place
- State
- amount of grant funding awarded.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

### 11.4 Freedom of information

The *Freedom of Information Act 1982* (FOI Act) applies to all documents we create, receive or store about the Program. 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.

## 12. Grant acknowledgement

If you make a public statement about a project funded under the Program, we require you to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

## 13. 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](http://business.gov.au).

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

The AusIndustry [Customer Service Charter](#) is available at [business.gov.au](http://business.gov.au). AusIndustry uses customer satisfaction surveys to improve its business operations and service.

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<sup>5</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>6</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

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 - Business Services  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>7</sup>](http://www.ombudsman.gov.au/) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>7</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the Program.
Assessment Committee	A committee made up of representatives of the Department of Industry, Innovation and Science who will conduct the initial assessment of funding applications against the merit assessment criteria.
Assets	Assets are defined as items of equipment, furniture, vehicles, computer hardware and software, media equipment and the like with a useful life of three years or more and an individual cost of \$1,000 or more.
AusIndustry	The division of the same name within the Department.
AEDT	Australian Eastern Daylight Time
Conservation	As per the Burra Charter, conservation means all the processes of looking after a place so as to retain its cultural significance.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.5.
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 5.6.
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.
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.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995 (Cth)</i> .
Minister	The Commonwealth Minister for the Environment and Energy.
Personal information	Has the same meaning as in the <i>Privacy Act 1988 (Cth)</i>

Term	Definition
Preservation	As per the Burra Charter preservation means maintaining a place in its existing state and retarding deterioration.
Program	Protecting National Historic Sites
Program delegate	An employee of the Department who is authorised by the Minister, or is otherwise duly authorised, to carry out the relevant functions in respect of the Program (and all initiatives under 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.
Strategic or exceptional projects.	Projects the Minister selects at their discretion outside the competitive grant opportunity process provided such proposals meet the objectives of the Program.
Target Places	The 69 sites on Australia’s National Heritage List, recognised for their historic heritage values, which are eligible for funding under the Program, as specified in <a href="#">Appendix B</a> .
We	The Department of Industry, Innovation and Science (through AusIndustry).

## Appendix B. Target places

Target places are those listed on Australia's National Heritage List that are recognised for their historic heritage values. The following list is current at the time these Program guidelines are published.

You can find detailed information about the target places and their listed value on the [Australian Heritage Database](#)<sup>8</sup>.

No	Name of target place	State
1.	Abbotsford Convent	VIC
2.	Australian Academy of Science Building	ACT
3.	Australian Alps National Parks and Reserves	ACT/ NSW/ VIC
4.	Australian Cornish Mining Sites (Burra)	SA
5.	Australian Cornish Mining Sites (Moonta)	SA
6.	Australian War Memorial and the Memorial Parade	ACT
7.	Adelaide Park Lands and City Layout	SA
8.	Batavia Shipwreck Site and Survivor Camps Area 1629 - Houtman Abrolhos	WA
9.	Bondi Beach	NSW
10.	Bonegilla Migrant Camp - Block 19	VIC
11.	Brickendon Estate	TAS
12.	Cascades Female Factory	TAS
13.	Cascades Female Factory Yard 4 North	TAS
14.	Castlemaine Diggings National Heritage Park	VIC
15.	City of Broken Hill	NSW
16.	Coal Mines Historic Site	TAS
17.	Cockatoo Island	NSW
18.	Coranderrk Mission	VIC
19.	Cyprus Hellene Club - Australian Hall	NSW
20.	Darlington Probation Station	TAS

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<sup>8</sup> <http://www.environment.gov.au/heritage/publications/australian-heritage-database>

No	Name of target place	State
21.	Dirk Hartog Landing Site 1616 - Cape Inscription Area	WA
22.	Echuca Wharf	VIC
23.	Eureka Stockade Gardens	VIC
24.	First Government House Site	NSW
25.	Flemington Racecourse	VIC
26.	Fremantle Prison (former)	WA
27.	Glenrowan Heritage Precinct	VIC
28.	Goldfields Water Supply Scheme	WA
29.	Great Ocean Road and Scenic Environs	VIC
30.	Hermannsburg Historic Precinct	NT
31.	High Court - National Gallery Precinct	ACT
32.	High Court of Australia (former)	VIC
33.	HMAS Sydney II and HSK Kormoran Shipwreck Sites	WA
34.	HMS Sirius Shipwreck	EXT
35.	HMVS Cerberus	VIC
36.	Hyde Park Barracks	NSW
37.	ICI Building (former)	VIC
38.	Kamay Botany Bay: botanical collection sites	NSW
39.	Kingston and Arthurs Vale Historic Area	EXT
40.	Kurnell Peninsula Headland	NSW
41.	Mawson's Huts and Mawson's Huts Historic Site	EXT
42.	Melbourne Cricket Ground	VIC
43.	Moree Baths and Swimming Pool	NSW
44.	Murtoa No. 1 Grain Shed	VIC
45.	Myall Creek Massacre and Memorial Site	NSW
46.	Newman College	VIC
47.	North Head – Sydney	NSW
48.	Old Government House and the Government Domain	NSW
49.	Old Great North Road	NSW

No	Name of target place	State
50.	Old Parliament House and Curtilage	ACT
51.	Point Cook Air Base	VIC
52.	Point Nepean Defence Sites and Quarantine Station Area	VIC
53.	Port Arthur Historic Site	TAS
54.	QANTAS Hangar Longreach	QLD
55.	Recherche Bay (North East Peninsula) Area	TAS
56.	Richmond Bridge	TAS
57.	Rippon Lea House and Garden	VIC
58.	Royal Exhibition Building National Historic Place	VIC
59.	Sidney Myer Music Bowl	VIC
60.	Snowy Mountains Scheme	NSW
61.	South Australian Old and New Parliament Houses	SA
62.	St Kilda Road and Environs	VIC
63.	Sydney Harbour Bridge	NSW
64.	Sydney Opera House	NSW
65.	The Burke, Wills, King and Yandruwandha National Heritage Place	SA/QLD
66.	The West Kimberley	WA
67.	Tree of Knowledge and curtilage	QLD
68.	Wave Hill Walk Off Route	NT
69.	Woolmers Estate	TAS