



Australian Government
Department of Agriculture,
Water and the Environment

Community
Grants Hub
Improving your grant experience



Australian Marine Parks Electronic and Vessel Monitoring Systems Assistance Program Grant Opportunity Guidelines

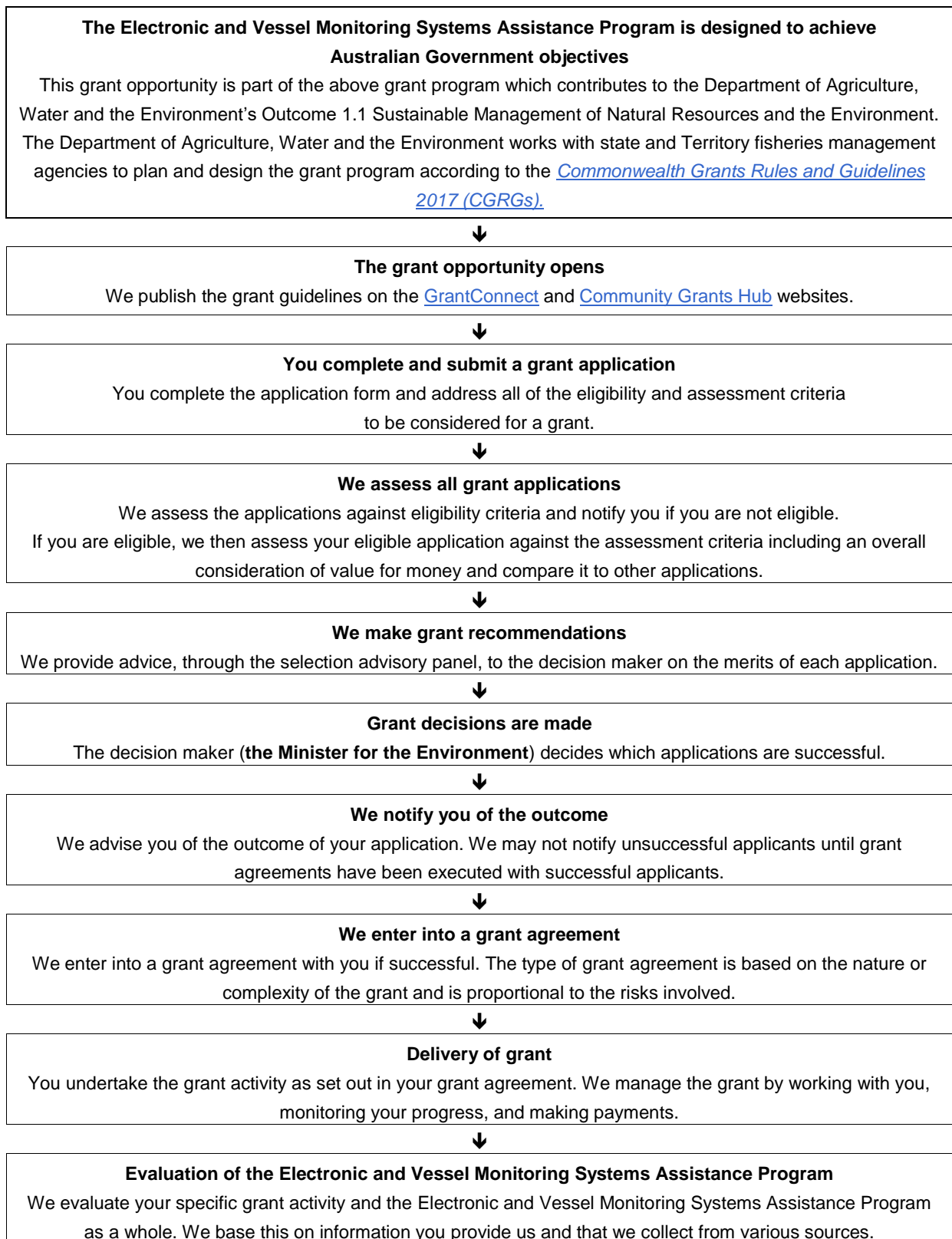
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Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 pm AEDT on 9 November 2021
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Contents

1	Australian Marine Parks: Electronic and Vessel Monitoring Systems Assistance Program grant opportunity processes	4
1.1	Introduction	5
2	About the grant program	5
2.1	Program duration and purpose	5
2.2	Context and issue	6
2.3	The Australian Government's policy objectives	7
3	Grant amount and grant period	7
3.1	Grants available	7
3.2	Grant/Project period	7
4	Eligibility criteria	8
4.1	Who is eligible to apply for a grant?	8
4.2	Who is not eligible to apply for a grant?	8
5	What the grant money can be used for	8
5.1	Eligible grant activities	8
5.2	Eligible expenditure	9
5.3	What the grant money cannot be used for	9
6	The assessment criteria	10
7	How to apply	11
7.1	Attachments to the applications	12
7.2	Joint (Consortia) applications	12
7.3	Timing of grant opportunity	12
7.4	Questions during the application process	13
8	The grant selection process	14
8.1	Assessment of grant applications	14
8.2	Who will assess and select applications?	14
8.2	Who will approve grants?	15
9	Notification of application outcomes	15
9.1	Feedback on your application	15
10	Successful grant applications	15
10.1	The grant agreement	15
10.2	How we pay the grant	16
10.3	Grant payments and GST	16
11	Announcement of grants	16
12	How we monitor your grant activity	16
12.1	Keeping us informed	16
12.2	Reporting	16
12.3	Non-audited financial acquittal	17
12.4	Grant agreement variations	17
12.5	Compliance visits	18

12.6	Record keeping.....	18
12.7	Evaluation	18
12.8	Acknowledgement	18
13	Probity	18
13.1	Enquiries and feedback	18
13.2	Conflicts of interest	19
13.3	Privacy	19
13.4	Confidential information	20
13.5	Freedom of information	20
14	Consultation	21
15	Glossary	22
16	Appendix One: Additional information of eligible VMS units	26

1 Australian Marine Parks: Electronic and Vessel Monitoring Systems Assistance Program grant opportunity processes



1.1 Introduction

These guidelines contain information for the Electronic and Vessel Monitoring Systems Assistance Program grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how project delivery by the grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Agriculture, Water and the Environment (the department).

2 About the grant program

2.1 Program duration and purpose

The Electronic and Vessel Monitoring Systems Assistance Program (the program) will run from 2021 to 2024. It aims to increase the uptake of remote electronic and vessel monitoring systems for commercial fishing vessels active in Australian Marine Parks (AMPs). The program will build on existing systems and processes such as the National Vessel Monitoring Systems Program managed by the Australian Fisheries Management Authority (AFMA).

A vessel monitoring system (VMS) is a tracking unit installed on a vessel, which communicates through satellite networks to land-based receiving stations. The unit transmits data on vessel location, course, and speed, providing real time information on commercial fishing activities to fishery and park managers for compliance purposes. Some VMS units also provide automatic notifications to fishers to help them avoid areas where fishing is prohibited.

An e-monitoring system is a configuration of sensors and video cameras capable of monitoring and recording fishing activities which can be geo-referenced and reviewed later to verify logbook data.

The program is the final component of the Fisheries Assistance and User Engagement Package, designed to assist industries and communities in transitioning to the marine park management arrangements which commenced on 1 July 2018 for 44 AMPs. The available funding of up to \$5.5 million is for both VMS and e-monitoring initiatives, recognising that some jurisdictions already have complete VMS coverage for their fishing vessels. The program is funded through the department and contributes to the Portfolio Budget Statement:

Outcome 1: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances.

2.2 Context and issue

The Director of National Parks (the Director) manages 58 AMPs, covering 2.8 million square kilometres of Australia's waters. They are vast, remote and diverse. The need to balance the protection of the marine environment with the opportunity of stakeholders to utilise marine parks in a sustainable manner, presents challenges in effectively managing each park and applying appropriate risk management strategies.

AMP management plans set out how the Director will manage the parks including through zoning arrangements that both protect the marine environment and support Australia's world-class sustainable commercial fishing sector. This means there are some zones in AMPs where fishing is prohibited and some zones where fishing is allowable depending on gear type. Commercial fishing in AMPs is authorised by [Class Approvals](#).

The Director applies a risk-based approach to its compliance program, ensuring that resources are directed towards addressing priority risks. This requires encouraging and enabling voluntary compliance and assessing the rate of offences and non-compliance with the [Environment Protection and Biodiversity Conservation Act 1999](#) (EPBC Act) the [Environment Protection and Biodiversity Conservation Regulations 2000](#) (EPBC Regulations), and the AMP network management plans.

VMS technology has proven to be a valuable tool to support compliance, monitoring and enforcement both by marine park, and fisheries management agencies. Nationally, more than 2,200 commercial fishing vessels are already fitted with VMS and 300 commercial fishing vessels use the automatic notification service (the AMP alert service). The AMP alert service is a partnership initiative between Parks Australia and AFMA. It uses VMS technology to provide an alert service for commercial fishing licence holders operating in Australian Commonwealth Fisheries that overlap AMPs. The alert service notifies masters and licence holders by email and/or text when they enter an AMP where their fishing method is prohibited. Since the introduction of the service, the alerts have been highly beneficial to marine park management and fishers by averting compliance incidents, in turn protecting marine park values and saving fishers and the Government in litigation costs. For fishers, having the AMP alert service lowers potential risk to AMP values. For Parks Australia, VMS and the AMP alert service provides a better understanding of potential risks to park values through greater information on the extent of fishing activity.

E-monitoring is a system of sensors and video cameras capable of monitoring and recording fishing activities which can be reviewed later to verify logbook data. Although specific configuration varies with gear and individual boat layouts, an e-monitoring system typically includes digital video cameras, gear and rotation sensors, a GPS receiver, a satellite communications system, and a control centre. E-monitoring supports efficient and cost-effective fisheries management, improving compliance outcomes and assists with demonstrating to the community that Australian fisheries are sustainably managed while reducing the cost and Work Health Safety risks of using human observers. This in turn supports the conservation and management of AMP values.

AMP management plans specify that: "Following consultation with the relevant fisheries management agencies and the commercial fishing industry, the Director may require all commercial fishing vessels transiting or conducting fishing activities... to carry an operating vessel identification and monitoring system". Consistent with this provision, it is the intention of the Director to require all commercial fishing vessels transiting or conducting fishing activities in AMPs to carry an operating vessel identification and monitoring system from 2024. To this end, the Director will commence consultation with fisheries management agencies and the commercial fishing industry in the second half of 2022. This grant program seeks to support and promote the uptake of VMS and e-monitoring technologies independent of the outcomes of that process, by raising awareness and encouraging early uptake.

This program is a single competitive grant opportunity for state and Territory fisheries management agencies that have the capability and capacity to assist the Director in enhancing the use of e-monitoring systems and VMS on commercial fishing vessels transiting or operating in AMPs.

2.3 The Australian Government's policy objectives

The objectives of the program are to:

- increase the uptake or replacement of VMS on commercial fishing vessels to support management of AMPs
- increase the uptake of e-monitoring systems on commercial fishing vessels to support management of AMPs.

The priority objective for this program is to increase the number of VMS units on commercial fishing vessels that may transit or operate in AMPs. Where VMS is already a widespread requirement for a jurisdiction, the secondary objective for this program is to provide for the upgrade of existing VMS units to e-monitoring ready units and/or increase the number of e-monitoring units on commercial fishing vessels that may transit or operate in AMPs.

The intended outcomes of the program are to:

- improve Parks Australia's knowledge of commercial fishing operations within AMPs
- reduce compliance risk from commercial fisheries which operate in or transit through AMPs
- reduce costs to the commercial fishing industry in preparing for possible mandatory VMS whilst operating in or transiting through AMPs by 2024
- contribute to increasing the social licence for fishers within AMPs based on greater sustainability
- increase levels of voluntary compliance and self-regulation by commercial fishers
- reduce/prevent litigation costs to fishers and government arising from inadvertent breaches of compliance
- protect and conserve the natural values of AMPs.

The Community Grants Hub administers the program according to [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3 Grant amount and grant period

3.1 Grants available

For this grant opportunity up to \$5.5 million GST exclusive is available for VMS and e-monitoring activities. The profiled expenditure is over 2 years with up to \$3.5 million available in 2021–22 and up to \$2 million in 2022–23.

There is no maximum grant amount, but grants cannot exceed the amount of available funds. This is a competitive grant round and funding will be allocated according to these grant opportunity guidelines.

3.2 Grant/Project period

The maximum grant period is 2021–22 to 2023–24.

You must complete your project by 30 June 2024.

4 Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible, you must be one of the listed invited organisations (**Table 1**) and have received an invitation to apply through GrantConnect.

The list of eligible applicants (**Table 1**) are the state and Territory government agencies that regulate and administer commercial fishing activities around Australia. Providing assistance for VMS and e-monitoring through the listed fisheries management agencies builds on existing VMS platforms and cost recovery arrangements and is an efficient and effective method for achieving the policy objectives for this grant opportunity.

Currently, the majority of fisheries agencies use the National Vessel Monitoring Systems Program managed by AFMA on behalf of Commonwealth, state and Northern Territory fisheries. The Director aims to work within existing systems and processes for VMS and e-monitoring compliance data, including to ensure the integrity and security of data is maintained.

Table 1:

Invited Organisation	State
Department of Agriculture and Fisheries	Queensland
Department of Industry, Tourism and Trade	Northern Territory
Department of Primary Industries, Parks, Water and Environment	Tasmania
Victorian Fisheries Authority	Victoria
Primary Industries and Regions South Australia	South Australia
Department of Primary Industries	New South Wales
Department of Primary Industries and Regional Development	Western Australia

Applications from consortia comprising only these organisations are acceptable, as long as a lead applicant is nominated to have sole accountability to the Commonwealth for the delivery of grant activities and is an eligible organisation as per the list above. See section 7.2 for further information on joint (consortia) applications.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect and are not listed as an eligible invited organisation in section 4.1.

5 What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the project and can include:

- purchase and installation of VMS and e-monitoring equipment
- programs to introduce VMS and e-monitoring on commercial fishing vessels operating in or transiting through AMPs
- working with the commercial fishing industry to determine needs and implement change ahead of the introduction of possible mandatory VMS by the Director.

5.2 Eligible expenditure

You can only spend the grant on eligible grant activities.

Eligible expenditure items for grant activities include but are not limited to:

- 'e-monitoring ready' VMS equipment costs¹
- 'two-way' VMS equipment costs²
- 'simple' VMS equipment costs³
- e-monitoring system equipment costs
- installation costs for vessel monitoring systems
- installation costs for e-monitoring systems
- replacement of existing simple VMS to 'two-way' and/or 'e-monitoring ready' VMS units
- software or data management costs
- contractor costs – no more than 10% of total project costs
- measures to ensure the delivery is compliant with relevant state and Territory Work Health Safety legislation
- communication and promotional costs
- development of training or other educational materials
- hosting of training activities, including venue hire and catering (excluding alcohol)
- domestic travel and online or virtual delivery activities
- subject to available funds, consideration may be given to funding airtime for a maximum of 2 years.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- administrative costs and overheads related to the ongoing operations of an organisation
- salaries for staff working on the project, direct salary and on-costs for personnel directly employed for the project activities
- costs incurred in the preparation of a grant application or related documentation and costs incurred after the completion of the project and grant contract
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- activities that commenced prior to the grant agreement being finalised
- purchase of land, motor vehicles or vessels
- alcohol
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose if that funding is not considered a co-contribution in your application.

¹ See Glossary and Appendix 1

² See Glossary and Appendix 1

³ See Glossary and Appendix 1

The Minister for the Environment can choose to waive the non-eligible expenditure activities; however, they must be made aware of the risks.

6 The assessment criteria

You must address either Criterion 1 (regarding VMS) or Criterion 2 (regarding e-monitoring) of the following assessment criteria in the application. You may address both Criteria 1 and 2 if your proposed grant activities cover both. You must also address Criteria 3 to 6.

The application form includes character limits – up to 6,000 characters (approximately 900 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1 – Increasing VMS

Describe how the grant activity will increase the number of:

- 'e-monitoring ready' and/or 'two-way' VMS units on commercial fishing vessels in fisheries which may transit or operate in AMPs, or
- 'simple' VMS units, (where 'e-monitoring ready' and/or 'two-way' is demonstrably not suitable)

When addressing the criterion strong applicants will:

- outline the number of VMS units that will be installed/replaced, and price per unit
- outline what percentage of vessels in which fisheries will be covered
- if increasing 'simple' VMS unit numbers, describe why preferable 'e-monitoring ready' and/or 'two-way' VMS units are not recommended

NOTE: your application may include more than one scenario—for instance high-cost and low-cost options (perhaps reflecting different target numbers).

Criterion 2 – Increasing e-monitoring

Subject to achieving the priority objective of ensuring universal VMS capability on all relevant fisheries, describe how the grant activity will increase the number of e-monitoring units in fisheries which may transit or operate in AMPs.

When addressing the criterion strong applicants will:

- outline the number of e-monitoring units that will be installed, and price per unit
- outline what percentage of vessels in which fisheries will be covered.

NOTE: your application may include more than one scenario—for instance high-cost and low-cost options (perhaps reflecting different target numbers).

Criterion 3 – Australian Marine Parks

Outline why the fishery/ies assisted by the grant activity are likely to be operating or transiting in AMPs.

When addressing the criterion strong applicants will:

- provide evidence of the number and nature of vessels likely to be operating in or transiting AMPs
- describe the existing VMS requirements for these vessels (including no current coverage).

Criterion 4 – Alignment with national schemes

Describe how the grant activity will seek to align with existing or emerging National Programs for VMS and/or e-monitoring.

Criterion 5 – Benefits to commercial fishers

Describe how the grant activity will engage and benefit commercial fishers.

When addressing the criterion strong applicants will:

- describe how the grant activity will be implemented
- describe the planned engagement with the commercial fishing industry to support installation
- collaborate with existing industry groups to deliver the grant activity
- describe how the grant activity will benefit commercial fishers (for example, reduced cost, greater education about AMP management requirements).

Criterion 6 – Value for money

Describe how the grant activities offer value for money, will be delivered to a high standard and do not pose an unacceptable risk to the department. Note that there is no mandatory requirement for co-contribution, however, co-contribution will be considered favourably in assessing value for money.

When addressing the criterion strong applicants will:

- describe any co-contribution to achieving the grant outcomes, whether by the applicant or third parties including state or territory funding schemes and industry groups
- describe governance elements that will reduce implementation risk including for the safe implementation of the activities.

7 How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, and questions and answers.

The Grant Opportunity Guidelines can be found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to these guidelines will be published on both sites. All other grant opportunity documentation (including the online application form) will only be available to invited applicants via GrantConnect. Addenda⁴ to these grant opportunity documents will only be published on GrantConnect.

By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

As an invited organisation you may submit only one application form (with the option of more than one scenario eg a high and low cost option). If more than one application is submitted for the same grant activity the latest accepted application form will progress.

You may also submit an additional application as a consortium lead (section 7.2). If more than one application is submitted for the same consortium the latest accepted application form will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 9:00 pm AEDT on 16 November 2021.

⁴ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to: corrections to currently published documents, changes to close times for applications and system outage notices.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. 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](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information.

This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the applications

All of the following documents must be attached to your application for it to be considered compliant. They will be used for the assessment process and are therefore required for your application to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- Project plan – mandatory template provided
- Budget – mandatory template provided

If a mandatory template is not used your application will be considered non-compliant and will not proceed to assessment.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note: There is a 2 MB limit for each attachment.

7.2 Joint (Consortia) applications

We recognise that some organisations may want to join as a group with other eligible applicants to deliver the Electronic and Vessel Monitoring Assistance Program.

In these circumstances, you must appoint a 'lead organisation'. The lead organisation must be an eligible organisation (refer to section 4.1) and is responsible for the delivery of the grant activities. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group. All members of the consortium must comply with the National Redress legislation.

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

As an invited organisation, being in a consortia does not preclude you from submitting your own application for different grant activities.

7.3 Timing of grant opportunity

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed.

The delegate or their appointed representative⁵ will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around April 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	5 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	April 2022
End date of grant activity	30 June 2024

7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au. Only invited applicants' questions will be responded to during the application submission period.

⁵ This may be the Department of Agriculture, Water and the Environment delegate or nominated staff member at the EL2 level or above.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) website.

The question period will close at 5:00 pm AEDT on 9 November 2021. Following this time, only questions about using and/or submitting the application form will be answered.

8 The grant selection process

8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines, having regard to value for money principles.⁶ In assessing value for money the Selection Advisory Panel will take into account the following factors:

- overall objective/s to be achieved in providing the grant namely: to increase the number of VMS units on commercial fishing vessels that may transit or operate in AMPs with a secondary objective to provide for the upgrade of existing VMS units to e-monitoring ready units and/or increase the number of e-monitoring units on commercial fishing vessels that may transit or operate in AMPs.
- relative value of the grant sought
- extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes of the Electronic and Vessel Monitoring Systems Assistance Program
- need for a spread across the invited organisations and across the AMP Network
- extent to which the applicant demonstrates a commitment to the Electronic and Vessel Monitoring Systems Assistance Program
- contributions to the project by the applicant or third parties including state or territory funding schemes and industry groups
- how the grant activities will target groups or individuals, and
- governance and risk management arrangements.

When it is in the interest of advancing policy outcomes, increasing value for money or reducing implementation risk, the Selection Advisory Panel may recommend partial funding.

8.2 Who will assess and select applications?

The department will undertake a preliminary assessment against the selection criteria. The preliminary assessment will consider strengths and weaknesses (and opportunities) of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the department and may include a mix of employees of the department, experts from the natural resources and environment sector, and other Commonwealth officers with relevant specialist expertise.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Community Grants Hub may provide secretariat support to the Selection Advisory Panel but will not participate in deliberations or decision-making. The Hub's independent probity advisor may attend Selection Advisory Panel meetings.

The Selection Advisory Panel will assess whether the application represents value for money and will make final recommendations to the decision maker.

⁶ See Glossary for an explanation of 'value for money'.

The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.

8.2 Who will approve grants?

Based on the value of the grant round, and in line with the department's Financial Delegations, the Minister for the Environment will be the decision maker for this round. The decision maker decides which grants to approve⁷ based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9 Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

9.1 Feedback on your application

You may request individual feedback from marineparks@awe.gov.au after you have been notified of the outcome of your application.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity.

The agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on the GrantConnect website as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any grant activities using these grant funds until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

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

Commonwealth Standard Grant Agreement

We will use a Commonwealth Standard grant agreement.

You will have 20 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

⁷ The Minister makes grant decisions in accordance with the CGRGs and section 71 of the PGPA Act.

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.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.3 Grant payments and GST

As a government entity GST will not apply to your payments.

11 Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

12 How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity.

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

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 the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant 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 remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- acquittal of expenditure against the budget in the project plan.

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

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

Activity Work Plan

You will be required to work with the department to complete an Activity Work Plan on the template provided by us prior to execution of the grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project as well as risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular reports.

Progress reports

Progress reports must:

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

You must tell us of any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

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

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Non-audited financial acquittal

You must provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and declare unspent funds.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager or the Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the grant program to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also 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 grant for more information to assist with this evaluation.

12.8 Acknowledgement

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

'This Electronic and Vessel Monitoring Systems Assistance Program received grant funding from the Australian Government.'

13 Probity

The Australian Government 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.

These guidelines may be changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department [Service Charter](#)⁸ applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to marineparks@awe.gov.au.

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service/s or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) website, or contact the Department of Social Services' Complaints line.

⁸ Our department was established on 1 February 2020. Before this we were: Department of Agriculture and Department of the Environment and Energy. A new client service charter for our new department has not yet been developed and the client service charter for the environment portfolio is still current.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 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 the department and the Community Grants Hub 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
- 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
- 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.

You will be asked 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 think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

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

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the Privacy Act and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Privacy Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you, or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 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. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
Government and Executive Services Branch
Department of Social Services
GPO Box 9820
Canberra ACT 2601

By email: foi@dss.gov.au

14 Consultation

This grant round was informed by extensive consultation and insights into industry and stakeholder needs conducted through the AMP planning process. In addition, direct engagement with AFMA and state and Northern Territory fisheries management agencies, was undertaken prior to finalising these grant opportunity guidelines.

Independent of this grant round and prior to any regulatory changes being made requiring VMS in AMPs, the Director will consult with fisheries management agencies and the commercial fishing industry with an intention to introduce mandatory VMS in AMPs from 2024.

15 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act).
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
airtime	the service, and associated costs, for the transmission of data (positions etc) from the tracking device to the National Vessel Monitoring System. This is predominantly data transmission via satellite but can also include GSM (cellular) data transmission.
AMP Alert Service	an automated messaging facility that alerts Commonwealth commercial fishers when entering a marine park or zone which does not permit their licensed fishing method. The service requires a satellite vessel monitoring system to be installed on the fishing vessel.
assessment criteria	the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
Australian Marine Park	Commonwealth reserves, named as Marine Parks, comprising the South-west, North-west, North and Temperate East Networks of Marine Parks and the Coral Sea Marine Park declared by the Environment Protection and Biodiversity Conservation (Commonwealth Marine Reserves) Proclamation 2013 , and the reserves comprising the South-east Commonwealth Network of Marine Parks declared by the Proclamations made under EPBC Act on 28 June 2007.
class approval	a type of authorisation that apply to multiple users doing the same activity. They specify where fishing activities can occur, and the methods and gear that may be used. They also list conditions which must be followed while fishing in an AMP. Class approvals are available on the Parks Australia website: www.parksaustralia.gov.au .
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.

Term	Definition
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Commonwealth waters	Commonwealth marine area with the meaning given by section 24 of the EPBC Act.
completion date	the expected date that the grant activity must be completed, and the grant funding spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
e-monitoring	electronic monitoring, a system of video cameras and sensors capable of monitoring and recording fishing activities, which can be reviewed later to verify what fishers report in their fishing logbooks.
e-monitoring ready	a VMS unit that is two-way and can also be subsequently adapted/used to form part of an e-monitoring system.
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999 which is the Australian Government's central piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places – defined in the EPBC Act as matters of national environmental significance.
Funding Arrangement Manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
grant opportunity	the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement 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 individual/organisation which has been selected to receive a grant.
National Redress legislation	the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 .
National Vessel Monitoring Systems Program	managed by AFMA, this is an agreement between participating fisheries management agencies to combine their vessel tracking programs, to provide efficiencies for both partner agencies and vessel owners/operators.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Portfolio Budget Statement (PBS) program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
simple vessel monitoring units	VMS units with no direct land to vessel communication capabilities, meaning they are not able to be programmed remotely.
two-way vessel monitoring units	VMS units with direct land to vessel communication capabilities that are programmable remotely and can provide automatic notifications to fishers to help them avoid areas where fishing is prohibited.
universal VMS	Where most fisheries in the jurisdiction are required to carry an operating VMS system – a widespread VMS requirement.
value for money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.

16 Appendix One: Additional information of eligible VMS units

Two-way Vessel Monitoring Units

Two-way VMS units with direct land to vessel communication capabilities that are programmable remotely and can provide automatic notifications to fishers to help them avoid areas where fishing is prohibited. Note that preference will be given to units that are type approved for use across multiple jurisdictions. An example of a two-way VMS unit is the ORBCOMM ST 6100 (see image below).



E-monitoring Ready Units

Electronic monitoring is a system of video cameras and sensors capable of monitoring and recording fishing activities, which can be reviewed later to verify what fishers report in their fishing logbooks.

E-monitoring ready units are two-way VMS units that can also be subsequently adapted/used to form part of an e-monitoring system. An example of an E-monitoring ready unit is the CLS Triton Advanced (see image below).



Simple Vessel Monitoring Units

VMS units with no direct land to vessel communication capabilities, meaning they are not remotely programmable. An example of a simple VMS unit is the Spot Trace unit (see image below).

