



Green Army

2016 Election Commitment Project Application Guide

November 2016

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Electronic applications are preferred.



Australian Government



GreenArmyGov

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LOCAL PEOPLE, LOCAL PROJECTS

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IMPORTANT INFORMATION

- ✓ The *Green Army 2016 Election Commitment Project Application Guide* (the **Guide**) provides information to help organisations or individuals prepare an **Application** for an election commitment project that was committed to by the Australian Government as part of the 2016 election campaign. The **Guide** includes information on the **Application** process and **Program** requirements that **Applications** will be assessed against.
- ✓ Eligible election commitment projects are projects that were announced as part of the 2016 election campaign. Prospective Applicants will have had contact with the Department of the Environment and Energy (the **Department**), and been provided with an election commitment project identifier. All election commitment project applications must have the correct project identifier listed to be considered eligible for assessment.
- ✓ **Applications** can be lodged from 21 November 2016 and will be assessed by the **Department** as they are received. **Projects** will be contracted based on dates nominated by the **Project Host**, on a first come, first served basis. **Projects** will start in the 2016-17 financial year where requested, until the available quota for 2016-17 is filled. All other projects will be delivered on-ground in the 2017-18 financial year.
- ✓ Applications must be received by 11:59PM AEST 30 June 2017. All of a project's on-ground work must be completed by 30 June 2018.
- ✓ Terms in **bold** text in the **Guide** are defined in Part 11: Glossary of terms.
- ✓ Under the Program, **Project Hosts** do not receive any funding from the Australian Government.

PART 1: INTRODUCTION

1.1 About the Green Army Election Commitment Project Application Guide

The Australian Government announced 119 Green Army projects as part of the 2016 election campaign. These election commitments will be progressed through a separate process from normal competitive project rounds. This process is only available to selected **Applicants** and does not involve an open market or competitive process.

An **Applicant** must submit an **Application** in order to receive a 2016 election commitment project.

An Application is required to ensure the project meets the objectives of the Green Army Program, meets the program's eligibility and suitability requirements, and is consistent with the election commitment announcement.

This **Guide** is designed to help Applicants with their **Application** by providing the information they need to prepare their **Applications**.

It is the responsibility of **Applicants** to ensure that a nominated project meets eligibility requirements and align with the overarching goals of protecting and conserving protected environmental matters, while ensuring a safe and interesting project for Green Army **Participants**.

Eligible projects will be delivered on ground by a **Service Provider**.

1.2 Green Army Program Objectives

The Green Army is an Australian Government initiative which helps local communities deliver environmental and heritage conservation outcomes across Australia. **Projects** are guided by local community needs and contribute to meeting Australia's environmental priorities and national and international obligations to conserve and manage Australia's natural, historic and Indigenous heritage assets.

The **Program** has a strong focus on achieving real and practical environmental and heritage conservation outcomes, and will help thousands of young Australians explore career opportunities while gaining practical and hands-on skills, training and experience.

Table 1: Green Army **Program** Strategic Objectives

Green Army Program Strategic Objectives	
1	<i>Environmental Conservation</i> Support the delivery of enduring environmental and heritage conservation outcomes at the local, regional and national level.
2	<i>Community Engagement</i> Work cooperatively with community groups and help raise awareness of environmental and heritage values in the community.

3	<i>Green Army Participation</i> Engage and deploy young Australians to participate in Green Army Teams , having the highest regard for participant safety, wellbeing, personal need and development.
4	<i>Experience, Skills and Training</i> Provide participants with opportunities to undertake training recognised under the Australian Qualifications Framework in a range of areas which increase their skills and qualifications.

Involvement in a **Green Army Team** is voluntary and available to a broad range of young Australians aged 17 to 24, including Indigenous Australians, school leavers, gap year students, graduates, and job seekers. It provides young Australians with opportunities to develop skills, undertake training and gain experience in the delivery of conservation projects and enhance opportunities for careers and further training in conservation.

The **Program** will engage, train and deploy an average of 5,000 people per year.

To receive support under the **Program**, an **Application** for a **Project** must:

- ✓ meet the eligibility criteria set out in Part 2.1; and
- ✓ support the delivery of enduring environmental and/or heritage conservation outcomes at the local; regional; and national and/or international level (see Parts 4.1.1 and 4.1.2 for further information on this requirement).

PART 2: ELIGIBILITY

2.1 Eligibility

Applications that do not meet all of the eligibility criteria set out in Part 2.1 will not be eligible for support as a 2016 election commitment project.

Eligibility of a Project Host

To be eligible to become a **Project Host**, the **Applicant** must:

✓	be a legal entity, for instance: <ul style="list-style-type: none">• an individual (Australian citizen or permanent resident only)• a company• an Aboriginal or Torres Strait Islander organisation, council or incorporated association• an incorporated association or cooperative society.
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Application eligibility

To be eligible:

✓	the Application must be submitted by a legal entity described above in this section 2.1
✓	the Application must be received by the Closing Time .
✓	the Application must align with the announced commitment as specified in the media announcement for the project.
✓	the Application must be for one of the 119 election commitments committed to as part of the 2016 election campaign, and must have the correct election commitment identifier included.
✓	each Project must be undertaken over a continuous period of no less than 20 weeks and no more than 26 weeks in duration
✓	each Project must only contain activities being undertaken within Australia and its territories
✓	each proposed Project must contribute to meeting at least one of the Project Goals specified in Part 4.1.1 or 4.1.2 of the Guide
✓	the Applicant must have returned a completed declaration that is substantially the same as what is contained in the Application Form and addresses the matters required in Part 2.2 of the Guide .
✓	The Project must be planned for completion by 30 June 2018.

2.2 Application declarations

Applicants will be required to meet and make the following declarations regarding their **Application** which will be considered in the assessment process. **Applications** must include a true and accurate declaration to the effect that:

- ✓ The **Applicant** has read and understood the **Guide**.
- ✓ The **Applicant** has read the draft [Project Agreement](#) and is willing to enter into an agreement with a Green Army **Service Provider** on similar terms.
- ✓ The **Applicant** has the consent of the property owner or property manager to implement the proposed **Project** activities (where the **Applicant** does not own or have management responsibility for the proposed **Project** location(s), including sites from which seeds or other materials will be collected) for the **Project**.
- ✓ The **Applicant** has the necessary permits and/or support for the Project from the relevant traditional owners and/or local Indigenous organisations where proposed activities may directly or indirectly affect Indigenous sites or places of value.
- ✓ The proposed **Project** complies with all requirements set out in any applicable Commonwealth, state, territory, and local government laws, and declare that all necessary planning, approvals and/or permits are or can be in place prior to the commencement of the **project**.
- ✓ The **Applicant** has access to adequate funds and/or resources to support delivery of the **Project** (other than the **Project Consumables** and **Non-basic Materials** requested in the **Application**) before the proposed date of commencement.
- ✓ Consent to the **Department** using the information contained in the **Application** for purposes listed in the **Guide**, including for administering the **Program** and any other incidental or related purpose.
- ✓ None of the activities proposed in the Application are likely to have a significant adverse impact on any matters of national environmental significance for the purposes of the Environment Protection and Biodiversity Conservation Act 1999 (Cth)
- ✓ None of the Activities proposed in the Application have already been undertaken or are substantially the same activities as those funded by another initiative or programme (for example, state or territory funded tree planting programmes or other Commonwealth programs such as the 20 Million Trees Program)
- ✓ The **Applicant** confirms that no person involved in a **Project** on the **Applicant's** behalf who is involved in the **Project** in an administrative role (and none of the **Applicant's** office holders), has been convicted of a fraud-related offence in the last five years.
- ✓ The **Applicant** agrees to undertake appropriate criminal records checks on any person involved in the **Project** on the **Applicant's** behalf who will have or is likely to have regular direct contact

with a **Vulnerable Person** in circumstances where the contact is not directly supervised by another person. This declaration does not derogate from any obligations under any relevant law of the Commonwealth, or of a State or Territory.

- ✓ The information provided in the **Application** is complete and correct and no information is false or misleading, and that the **Applicant** understands that it is an offence under the *Criminal Code Act 1995* (Commonwealth) to provide false or misleading information.
- ✓ None of the proposed activities are already funded by the Australian Government.
- ✓ Written documentation supporting the above declarations will be provided to the **Department** upon request.

2.3 Application Requirements

Applicants will be required to provide the following information in their **Applications Forms**:

- The unique 2016 election commitment project identification number provided in correspondence from the **Department**.
- A description of the relevant **Project Goal or Goal** that the Application seeks to achieve;
- A description of the expected environmental and/or heritage outcomes (for example, for a region, species or place) and how **Green Army Teams** would be used to contribute to those outcomes. This should include:
 - a description of the environmental or heritage asset(s) to be conserved
 - how the **Green Army Team** would be used to address threats and protect these assets, ; and
 - how these outcomes protect or address **Protected Environmental Matters** or contribute to meeting Australia's international obligations (see Part 4.1.1 and Part 4.1.2 respectively for further information on Australian national and international obligations).
- A description of how the **Project** will support relevant and existing environmental and/or heritage management plans, strategies and advice (for example, **threatened species Recovery Plans**).
- A description of existing community support for the **Project** and/or details of planned community engagement, including opportunities for **Participants** to build their networks, especially in the local community.
- A description of the Applicant's skills and past experience in delivering environmental or heritage programs of a similar scale to the election commitment **Project Application**. **Applicants** that do not have comparable experience must provide a description of how they will increase capability to undertake the **Project(s)**.
- A description of risks that may affect the successful delivery of the **Project** and the proposed

mitigation strategies for each risk.

- A detailed description of ongoing monitoring and management of the environmental and/or heritage outcomes beyond the conclusion of the **Projects**, including how the **Project** site(s) would be managed and who will manage the site(s).

Applicants are also required to submit the following details for all **Projects** within their **Application**:

- Polygon map(s) of the intended area(s) of work for each **Project**.
- A brief description of **Participant** activities and the associated **Work Health and Safety** risks (refer to Part 4.2 for more information on eligible **Project** activities).
- A list of the **Project Consumables** and **Non-basic Materials** required to deliver the **Projects** that is within the thresholds permitted in Part 3.8. (This should be an average of \$10,000 per **Project**, if the **Applicant** will submit more than one **Application**)
- A description of any in-kind and cash contributions (for example, project management support or technical expertise).

Applicants and **Applications** must meet all eligibility criteria set out in Part 2.1

Applicants are strongly encouraged to develop their **Application** in consultation with their allocated Green Army **Service Provider**.

2.4 Assessment process

The Australian Government is committed to ensuring that the assessment process for the selection of all Green Army **Projects** is fair and transparent and that an **Application** only succeeds if it represents a value for money outcome. A summary of the assessment process follows.

Eligibility Check

All **Applications** will be screened by the **Department** against the eligibility requirements set out in Part 2.1 of the **Guide**.

2016 Election Commitment Project Assessment

Applications for 2016 **election commitment Projects** will be assessed to ensure that they:

- meet eligibility criteria as outlined in this **Guide**;
- are suitable based on the suitability requirements provided below at Table 2. **Projects** must receive an assessment of 'yes' against each individual suitability requirement to be deemed suitable overall.

While a project may meet the eligibility requirements, the Department will also check the project's suitability to ensure it matches the election commitment announcement; considers work, health and safety risks, and has quality environmental and/or heritage conservation outcomes.

Table 2: Suitability Requirements for election commitment projects

Suitability Requirement	Sub-requirement
Suitability Requirement 1 The Project aligns with the election commitment as stated in the media announcement.	Assessment against this requirement will consider whether: <ol style="list-style-type: none"> 1.1 The environmental and/or heritage goals of the Project are consistent with the outcomes and goals described in the media announcement for the election commitment (Yes/No).
Suitability Requirement 2 The Project will provide a positive experience for Green Army participants .	Assessment against this requirement will consider whether: <ol style="list-style-type: none"> 2.1 The Project does not include activities that could be unsafe for Participants to undertake (Yes/No) 2.2 Any Work Health and Safety risks have been fully considered and are at an appropriate level (Yes/No).
Suitability Requirement 3 The Project will deliver quality environmental and/or heritage conservation outcomes.	Assessment against this requirement will consider whether the Project : <ol style="list-style-type: none"> 3.1 Protects, conserves or addresses Protected Environmental Matters, as listed under Part 4.1.1 or contributes to Australia's international obligations under Part 4.1.2 of this Guide (Yes/No). 3.2 Includes quality environmental and/or heritage conservation outcomes that are achievable through the activities described in each project (Yes/No).

Each **Application** will be assessed by an Australian Government assessor, against the eligibility criteria and suitability requirements for the **Projects** as outlined above.

All **Assessors** will be required to sign conflict of interest declarations, keep them up to date, and comply with the Australian Public Service Code of Conduct.

The **Department** may contact **Applicants** during the assessment process to seek clarification about the **Application** (for example where the information provided in the **Application** is ambiguous or where contradictory statements are made). The **Department** reserves the right to accept or disregard additional information provided by the **Applicant**.

Feedback for projects assessed as unsuitable

Projects that are initially rated as unsuitable will be provided with feedback on the aspects of their application that did not meet the requirements. This feedback will allow **Applicants** to identify the areas of their application that need to be improved. **Applicants** will then resubmit their **Application** as soon as possible to be reassessed. This process of providing feedback to applicants so that they can resubmit will be repeated until the application is assessed as suitable.

Selection and Notification

When **Projects** are assessed as suitable, they will be provided to the **Minister** by the **Department**. The **Minister** will make a decision on which **Projects** to endorse. **Applicants** will be informed in writing (via email or mail) if their **Project** is successful. Their project/s will be published on the Department's website <http://www.environment.gov.au/land/green-army>.

PART 3: GREEN ARMY PROGRAM DELIVERY

3.1 What does a successful Applicant (Project Host) receive?

Under the **Program**, **Project Hosts** do not receive any cash funding for their **Project**.

Project Hosts are **Applicants** who are successful in being awarded the services of one or more **Green Army Teams** under the **Program**. Project Hosts will be required to negotiate and who subsequently enter into a **Project Agreement** with a **Service Provider** once an **Applicant** is notified that its **Application** is successful. Please refer to Part 6.1 for further details of the contents of a **Project Agreement**.

A **Project Host** will receive, via the **Service Provider**, a **Green Army Team** of up to nine **Participants** and a **Team Supervisor** working to deliver conservation activities for between 20 and 26 weeks, for each of their approved **Projects**. **Service Providers** are responsible for recruiting and managing **Participants**, transporting **Participants** to and from **Project** sites, and providing **Basic Materials** required to achieve **Project** goals (see Part 3.7). Where approved by the **Department**, **Service Providers** will also supply the approved requested **Project Consumables** and **Non-basic Materials** to support the delivery of each **Project** (see Part 3.8 for further details).

Any other costs and resources required to deliver the **Project** must be provided by the **Project Host**.

Subject to the paragraph below, the **Department** may approve the engagement of **Participants** aged 25 years or older. This will only be approved in exceptional circumstances pursuant to the paragraph below where requested jointly by a **Service Provider** and **Project Host**.

For 2016 election commitment **Projects**, these exceptional circumstances are limited to Indigenous **Participants** 25 years or older who bring Indigenous cultural knowledge critical for successful delivery of the outcomes of the **Project**. Consideration will only be given after a **Project** has been approved by the **Minister**.

3.2 How will the Green Army Program be delivered?

The following Green Army **Service Providers** have been appointed to deliver the Green Army **Projects** (in each state and territory):

Table 3: Service Providers

Service Provider	State/Territory	Contact details
<i>Campbell Page Ltd and Skillset Ltd</i>	Australian Capital Territory New South Wales Queensland	Phone: 1300 139 920 Email: reception@campbellpage.org.au Website: www.campbellpage.com.au/green-army/
<i>CoAct (formerly Job Futures Ltd)</i>	Australian Capital Territory New South Wales Northern Territory Victoria Western Australia	Phone: 1800 078 233 Email: mail@coact.org.au Website: www.coact.org.au/individuals/working-with-individuals/our-services/green-army
<i>Conservation Volunteers Australia</i>	Australian Capital Territory New South Wales Northern Territory Queensland South Australia Tasmania Victoria Western Australia	Phone: 1800 032 501 Email: info@conservationvolunteers.com.au Website: www.conservationvolunteers.com.au/green-army
<i>Manpower Services (Australia) Pty Ltd and Landcare Australia Ltd</i>	Australian Capital Territory New South Wales Queensland South Australia Tasmania Victoria Western Australia	Phone: 1300 725 937 Email: greenarmyjobs@au.manpower.com Website: www.manpower.com.au/job-seekers/greenarmy.aspx
<i>Workskil Australia Inc.</i>	South Australia	Phone: 1300 967 575 Email: greenarmy@workskilyouth.com.au Website: www.workskil.com.au/youth/green-army/current-projects/

Applicants are strongly encouraged to consult with their allocated **Service Provider** in developing their 2016 election commitment **Project(s)**. **Service Providers** will be able to help **Applicants** consider an **Application**, clarify aspects of the **Program** and address issues that affect project implementation.

Applicants should be aware that some **Service Providers** do not allow Green Army **Participants** to use certain equipment or chemicals deemed to be high risk. If an **Applicant** would like a **Green Army Team** to use materials or conduct an activity which might be considered high risk, they are encouraged to speak with their allocated **Service Provider**, prior to submitting their **Application**. This would allow the **Project Host** to negotiate whether the intended activity could potentially be undertaken in line with the **Service Provider's** safety frameworks. If a **Project** had a strict requirement to use materials or conduct an activity, which might be considered high risk and not permitted through their current **Service Provider**, the **Applicant** can contact the **Department** for consideration to have their allocated **Service Provider** changed.

Table 4 below outlines the **Service Providers** that permit **participants** within **Green Army Teams** to use chainsaws and **Schedule 7 chemicals**. **Applicants** will be asked in the **Application** form to indicate whether **participants** would be required to use either of these in the delivery of each **Project**.

Please note: while some **Service Providers** may not permit **participants** within **Green Army Teams** to use chainsaws or **Schedule 7 chemicals**, it is still possible for **Project Hosts** to arrange for this work to be completed by their own employees, volunteers or an external contractor.

Table 4: Service Providers, Chainsaws and Schedule 7 chemicals

Service Provider	Allows Chainsaws?	Allows Schedule 7 chemicals ?
Campbell Page and Skillset	No	No
CoAct	No	No
Conservation Volunteers Australia	No	No
Manpower and Landcare Australia	Yes	No
Workskil	Yes	Yes

Figure 1: Green Army Parties and Program Delivery.



3.3 Project Duration

Each **Project** must involve activities to support a **Green Army Team** (of up to nine **Participants** and a **Team Supervisor**) over a period of 20 to 26 weeks. The on-ground work must be undertaken between 1 November 2016 and 30 June 2018.

3.4 Consultation and Community Support

Applicants are strongly encouraged to consider engaging with their allocated **Service Provider** to assist them with the development of their **Application**.

In addition, **Applicants** should consult with relevant traditional owners, local government and planning authorities, community groups, land holders/managers, regional catchment and **Regional Natural Resource Management Organisations**. This will help to ensure that activities are feasible, take into account natural and cultural values of the area and local knowledge, and are aligned with local community aspirations and relevant environment and heritage plans.

3.5 Work Health and Safety

Work Health and Safety is a high priority for the **Program**. **Project Hosts** must comply (and ensure that any subcontractors they are organising separately for the **Project** comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority including those arising under the **Work Health and Safety Laws**.

The **Applicant** must consider the risks of the **Project** and the **Work Health and Safety** risks for **participants** working on the **Project**, and reflect an appropriate management or mitigation response in the **Application** form. This would require the **Applicant** to comprehensively outline the risks, including **Work Health and Safety** risks, which may affect the successful delivery of the **Project** and include appropriate mitigation strategies for reducing or managing these risks.

Service Providers are responsible for developing the **Project** specific **Work Health and Safety** plans. Such plans must include the identification and assessment of safety risks, identification of mitigation strategies to address such risks (and the party responsible for implementing these strategies), and identification of any **participant** training requirements to ensure their safety while on site.

Service Providers may require **Project Hosts** to contact or provide the contact information for any other stakeholders, such as land managers who may have some shared responsibility for **Work Health and Safety**, for advice and agreement on the development of those plans.

The **Service Provider**, through the **Team Supervisor**, will have primary responsibility for managing the **Work Health and Safety** of **participants** while they are undertaking a **Project**.

Project Hosts also have a responsibility to facilitate safe working environments, in particular safe access to the site where work is being carried out (where they have control of this) and ensuring that any equipment they provide for use in the **Project** is in good working order and meets necessary safety, performance and servicing standards. If a **Project Host** is unable to facilitate a safe working environment, the **Department** may require changes to **Project** activities or termination of the **Project**.

3.6 Remote Residential Accommodation

In specific circumstances, the **Program** may support **Projects** that involve overnight residential accommodation for the **Green Army Team**. The approval of residential accommodation will be limited to **Projects** that:

- ✓ are in remote or very remote locations (as defined by the Australian Bureau of Statistics: <http://www.abs.gov.au/websitedbs/d3310114.nsf/home/remoteness+structure>), and
- ✓ have been agreed, in-principle, with a **Service Provider** prior to the submission of the **Application** (including any costs involved) and as documented in the Application Form. The **Department** will consult with the relevant **Service Provider** as part of the assessment process to confirm their support for the residential component.

Project Hosts applying for **Projects** that include a residential component may be legally responsible for incidents arising during residential hours. **Participants** must not be out of pocket for residential stays and **Project Hosts** are encouraged to provide an in-kind contribution to cover costs associated with accommodation.

Please note: not all **Service Providers** support **Projects** that require overnight residential accommodation for the **Green Army Team**.

3.7 Basic Materials

The **Program** will support **Basic Materials** associated with **Participant** requirements. **Basic Materials** are supplied by the allocated **Service Provider**.

Basic tools will generally be able to be used on multiple **Projects**, with the **Service Provider** replacing lost or broken tools where necessary.

Project Hosts should not request materials (in their **Application**) that will already be supplied by the **Service Provider**. Applicants should speak with their allocated Service Provider for a full list of Basic Materials.

3.8 Project Consumables and Non-basic Materials

A list of eligible **Project Consumables and Non-basic Materials** is available at:
<http://www.environment.gov.au/land/green-army/projects/ec-projects>

The **Program** will support up to an average value of \$10,000 (GST inclusive) per **Project** for the combined total of **Project Consumables and Non-basic Materials**. **Applicants** who are submitting multiple **Applications** for **Projects** can be above or below this amount, provided that the average value is approximately \$10,000 (GST inclusive) across all **Projects** they are applying for. The **Service Provider** is responsible for ensuring **Project Hosts** are provided with the **Project Consumables and Non-basic Materials**, in addition to **Basic Materials** required to support delivery of a **Project** (see Part 3.7).

Requests for allowable **Project Consumables** and **Non-basic Materials** that have a combined value higher than \$10,000 (GST inclusive) per **Project** may be considered where strong justification has been provided.

Project Consumables must directly support the delivery of the environmental and/or heritage objectives of the **Project**, and be used in an activity being undertaken by the **Participants**.

Types of items eligible as **Project Consumables** in the **Application** include, but are not limited to seedlings, herbicide, mulch, tree guards and jute matting.

For the avoidance of doubt, **Project Consumables** do not include acquisition or maintenance of assets, administrative costs, vehicle hire, community engagement activities, food (except for **Projects** with a residential component as described at Part 3.6), contractors and expert advice. These items are not eligible as **Project Consumables**.

Service Providers may be required to provide **Non-basic Materials** for use on **Projects**, as requested by **Applicants** and instructed by the **Department**. These **Non-basic Materials** remain the property of the **Service Provider** and may be used on multiple **Projects**. The resources must directly support the delivery of the environmental and/or heritage objectives of the **Project**, and be used in an activity being undertaken by the **Participants**.

Types of items eligible as **Non-basic Materials** requested from the **Service Provider** in the **Application** include, but are not limited to: brush cutters; chemical spray packs; power tools; fencing tools; generators; and posthole augers.

Where specified by the **Department** in an **Order**, the **Service Provider** must provide approved **Project Consumables** and **Non-basic Materials** that were requested in the **Application**, in addition to **Basic Materials**. This may also be specified in the **Project Agreement** between the **Service Provider** and **Project Host**.

Any costs or resources, in addition to **Project Consumables** and items not covered by the **Service Provider** to deliver the **Project**, must be covered by the **Project Host**.

The **Applicant** must ensure when completing their **Application** that they demonstrate that each **Project** is realistically deliverable by a **Green Army Team** by outlining all the resources required. This includes any contributions that would be provided by the **Applicant** or organisations other than the **Service Provider**, including any specialist technical support that would be provided to the team.

3.9 Participant Training

Service Providers will be responsible for recruiting, deploying and managing **participants**. **Participants** must be Australian citizens or permanent residents between the ages of 17 and 24 and will be required to enter into a **Participant Agreement** with the **Service Provider** regarding their engagement in the **Program**. **Participants** will be provided with an **Allowance** by the **Service Provider** and will be engaged primarily on a full time basis for 20 to 26 weeks. They will also undertake nationally recognised training and may come from the local area where the **Project** will be carried out.

Service Providers will be responsible for organising training for **participants** in consultation with, and provided by, **Registered Training Organisations**. Please note: it is not necessary to include details of proposed certified training in the **Application**. **Project Hosts do not organise the certified training of Participants.**

Participants will be required to undertake a minimum level of training. This will include, for example, first aid training and **Work Health and Safety** training, and may include **Project** specific training such as training in the handling of herbicide chemicals, 'on-the-job' training or cultural awareness training.

In addition, **Participants** will have the opportunity to undertake training that is of particular interest to them. These opportunities will be negotiated between the **Participant** and the **Service Provider** and will be set out in the **Participant's** individual training plan agreed with the **Service Provider**.

3.10 Project Monitoring and Reporting

Data and information will be collected throughout the delivery of the **Program**. This will be used to maintain a record of **Project** and **Program** outcomes and ensure roles and responsibilities are met by all parties. **Service Providers** have primary responsibility for monitoring and reporting.

Project Host Reporting

The **Project Host** will be asked to complete a short end-of-project survey, provided by the **Department** through the **Service Provider**, outlining how the **Project(s)** has helped them to achieve their conservation outcomes. The survey will also seek **Project Hosts'** evaluation of their experience of working with a **Green Army Team** and the **Program** more generally. Surveys will need to be submitted to the **Service Provider** at the completion of each **Project**.

Green Army Teams

Service Providers will facilitate reporting on the delivery of activities in an online reporting system. This may include photo point monitoring at **Project** sites. All monitoring and reporting data will be made public subject to confidentiality and privacy requirements.

All **Participants** will be required to complete a **Participant** survey, to be provided to the **Service Provider** at the completion of each **Project**.

Service Providers and **Team Supervisors** will also have responsibilities to report **Work Health and Safety** incidents and **Participant** attendance. These arrangements will be managed by the **Service Provider**.

The Department

The **Department** may conduct site visits and/or arrange inspections by third parties to monitor the progress of selected **Projects**, assess compliance of **Projects** with the contracted requirements, assess the performance of the **Service Provider(s)**, and determine whether appropriate **Work Health and Safety** practices are being implemented.

The Department may also undertake Program evaluation and monitoring activities. This may include publishing Project case studies detailing achievements, community engagement activities, Participant perspectives and opportunities for improvement.

PART 4: OBJECTIVES AND ACTIVITIES

4.1 Project Goals

The **Application** must identify one or more **Project** goals from Parts 4.1.1 and 4.1.2 below. It is a requirement that all **Projects** meet at least one Project Goal to be an eligible Project.

4.1.1 Protected Environmental Matters

To deliver enduring environmental conservation outcomes at the local, regional, national and/or international level, **projects** could be directed towards protecting and conserving **Protected Environmental Matters**. **Protected Environmental Matters** include some matters protected under the *Environment Protection and Biodiversity Conservation Act 1999* (**EPBC Act**).

Green Army Teams could be involved in protecting or addressing the following **Protected Environmental Matters** (these are listed as **project** goals in the **Application** Form - see Part 4.1.2 for other **project** goals):

- **EPBC listed threatened species**
- **EPBC listed threatened ecological communities**
- **Reduction of an EPBC listed key threatening process**
- **EPBC listed Migratory species**
- **Ramsar wetlands**
- **Commonwealth marine areas**
- **World Heritage List** properties
- **National Heritage List** places
- **Commonwealth Heritage List** places (that are owned or leased by a **Non-corporate Commonwealth Entity**).
- **Indigenous Heritage Values**
- **Remnant Vegetation**

***Projects** occurring on a **Commonwealth Heritage List** place that are owned or leased by a **Corporate Commonwealth Entity** may still be eligible to receive support under the **Program** if the **project** would protect or address at least one of the other **project** goals listed above.*

Project goals can be guided by the following plans and strategies:

- The Australian Government's [Threatened Species Strategy](#)
- The Australian Government's [Species Profile and Threats Database](#)
- [Conservation Advices and Recovery Plans](#)
- [Threat Abatement Plans](#)
- [Australian National Guidelines for Ramsar Wetlands](#)

- Marine Bioregional Plans
- Heritage places and lists (National Heritage List and World Heritage List)
- Ask First: a guide to respecting Indigenous heritage places and values
- The Australian Government's Australian Heritage Strategy
- The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance
- Australia ICOMOS Heritage Toolkit: A web-based toolkit of reference resources for heritage conservation
- Australian Natural Heritage Charter: for the conservation of places of natural heritage significance
- Ruins: A guide to conservation and management
- Reef 2050 Long-Term Sustainability Plan

4.1.2 Australia's International Obligations

In addition to the **Protected Environmental Matters** outlined in Part 4.1.1, **Projects** could be directed towards meeting Australia's relevant international obligations. These include the:

- Convention on Biological Diversity
- Convention on Wetlands of International Importance especially as Waterfowl Habitat
- Convention on the Conservation of Migratory Species of Wild Animals
- Convention Concerning the Protection of the World Cultural and Natural Heritage
- United Nations Framework Convention on Climate Change
- Declaration on the Rights of Indigenous Peoples

Projects could be linked to **Australia's Biodiversity Conservation Strategy 2010-2030**, which was developed to fulfil Australia's obligations under the Convention on Biological Diversity (CBD) and is the overarching policy and guiding framework for national biodiversity conservation in Australia.

Protection and conservation of **Remnant Vegetation** is an important element for meeting Australia's obligations under the CBD. **Projects** could also be linked to the CBD's **Strategic Plan for Biodiversity 2011-2020, including Aichi Biodiversity Targets**.

Other national policies and frameworks which help to implement Australia's international obligations, and may assist **Applicants** in developing their **Projects**, include:

- Strategy for Australia's National Reserve System 2009-2030
- Australia's Native Vegetation Framework
- National Climate Resilience and Adaptation Strategy

Green Army Teams could also be involved in protecting or conserving the **Indigenous heritage values** of places to assist in meeting Australia's international obligations.

To contribute to meeting Australia's international obligations, as outlined above, a **Project** could be involved in protecting or addressing the following (**Project** goals):

- **Indigenous heritage values** of places
- **Remnant Vegetation** (to assist in meeting Australia's obligations under the CBD)

Threatened Species Outcomes

The Green Army **Program** seeks to complement the Australian Government's responsibilities for **threatened species** protection and recovery under both national environmental law and our international obligations.

Through the Green Army **Program**, the Australian Government is committed to working in partnership with state, territory and local governments, non-government organisations, **Regional Natural Resource Management Organisations** and community groups to ensure the protection of our nationally **listed threatened species** (including **threatened ecological communities**). This can be undertaken through activities such as **Revegetation**, weed and pest management, debris removal, public access management or surveying.

The Australian Government Threatened Species Strategy (Strategy) was released on 16 July 2015 to raise the national profile of **threatened species** and their conservation. The Strategy sets out key action areas to focus effort on **threatened species** protection and targets to measure progress.

Green Army **Projects** can support the Strategy's key action areas of tackling feral cats, creating safe havens, improving habitat and emergency interventions to avert extinctions, and contribute to meeting the following targets as set out in the Strategy:

- Tackling feral cats and their impacts (for example through fencing, baiting or trapping cats).
- Supporting improved trajectories of at least 20 threatened mammals by 2020 (for example through improving habitat or creating safe havens).
- Supporting improved trajectories of at least 20 threatened Australian birds by 2020 (for example through **Revegetation** or conducting surveys).
- Protecting Australia's plants (for example through **Revegetation**, fencing or seed collection).

The Strategy, including the first group of priority birds and mammals, is available at <http://www.environment.gov.au/biodiversity/threatened/publications/ts-strategy-summary>.

Green Army **Projects** that focus on **threatened species** should be guided by relevant **Recovery Plans** or **Conservation Advices** (details at www.environment.gov.au/biodiversity/threatened). This will ensure that **Projects** are informed by best practice, science-based approaches for recovering species.

4.2 Green Army Project Activities

Activities undertaken by the **Green Army Team** should clearly relate to the environmental and/or heritage priorities and objectives of the **Project** and must deliver enduring environmental and heritage conservation outcomes at the local; regional; and national and/or international level (see Part 4.1.1 and Part 4.1.2 for further information on this requirement).

A list of specific activities (and their conditions) that can be undertaken by **Green Army Teams** is provided in Table 5. These activities are relevant to conservation of environmental and heritage (natural, historic, cultural and Indigenous) assets and values and include a range of conservation, promotion, protection, monitoring and awareness activities.

Where possible the activities delivered should be consistent with any relevant environmental or **Conservation Management Plans**, strategies or advices. Activities undertaken to address heritage values should be consistent with the **Burra Charter** and any other available best practice heritage guidelines.

In order to meet Green Army strategic objectives, **Applicants** should consider how their Green Army **Project** can engage with the local community, and provide a positive experience for **Participants** (including providing appropriate training).

When considering activities for a Green Army **Project**, **Applicants** should make a concerted effort to provide a diverse range of activities which are appropriate for Green Army **Participants** to deliver. This would include providing **Participants** with a variety of useful practical work related experience and skills. **Service Providers** can provide guidance on activities that can be included to ensure a positive experience for Green Army participants, and to provide valuable training that can assist **Participants** in their professional development.

Applicants should also seek to gain the support and involvement of the local community when developing their application. **Applicants** must consider activities that will help raise community awareness of the **Project**, and the environmental and/or heritage values of the area. When choosing these activities, Applicants should also consider how the activities might provide opportunities for Participants to build local networks. Allocated **Service Providers** can assist in the design of these activities.

To ensure these activities can be delivered successfully, the **Applicant** will need to outline their relevant past experience in the delivery of environmental or heritage conservation **Projects**. If an **Applicant** has limited past experience, they will need to outline a plan to increase their capacity and capability in their **Application**.

Applicants need to provide details where **Green Army Teams** may require additional (third party) expert guidance or supervision to adequately deliver the activities. It will be the responsibility of the **Project Host**, at its cost, to provide any expert consultation or supervision under the terms of the [Project Agreement] with Service Providers.

Applicants should consider whether activities associated with individual **Projects** are appropriate for the skill level of teams of young people aged between 17 and 24.

Table 5: Activities supported by the Program

Green Army activities	Conditions
Heritage conservation	Activities (other than those listed elsewhere in this activities list) that are focused on promoting, protecting or conserving Australia's National and/or World Heritage List values and places. The <u>Australian Heritage Strategy</u> provides guidance on priority heritage objectives and actions.

Green Army activities	Conditions
	<p>Where relevant, Indigenous heritage activities must be carried out in consultation with:</p> <ul style="list-style-type: none"> the Indigenous organisation or groups who have legal responsibility as a key representative body for managing the land, the traditional owner(s) who speak for the country where the work will occur, and/or other Indigenous people, groups or organisations who have rights and obligations to the country. <p>If the promotion, protection and/or conservation of heritage values is the primary aim of the Project, activities must be undertaken on places included on the:</p> <ul style="list-style-type: none"> National Heritage List World Heritage List Commonwealth Heritage List that are owned or leased by a Non-corporate Commonwealth Entity, and/or on places with Indigenous heritage values. <p>Activities must be identified in available management plans or have been endorsed by an appropriate heritage expert advisor or the traditional owners of the land. Activities may include protection, conservation, preservation and interpretation.</p> <p>Works must be carried out consistent with best practice heritage guidelines such as Ask First, the Burra Charter or the Natural Heritage Charter.</p>
Weed treatment	Activities primarily involve the physical, chemical, or biological control of weed plant species. Activities must focus on reducing the spread and impact of existing weeds or local eradication or containment of new or emerging weeds. Preference will be given to activities focusing on weeds declared as Weeds of National Significance and weeds listed on the National Environmental Alert List .
Pest management	<p>Activities focused on local eradication or reducing the impact and spread of existing pests on environmental values (including predation, competition for resources, loss or selective browsing of desirable species, and/or loss of groundcover).</p> <p>Project activities should demonstrate consistency with relevant local, regional, state or national pest animal strategies and plans, and recommended management codes of practice, such as the Australian Pest Animal Strategy, and the model codes of practice and standard operating procedures for the humane capture, handling, or destruction of feral animals in Australia.</p> <p>Care should be taken to minimise the risk of spreading pests when undertaking on-ground work, even when pest management is not the primary activity.</p>
Disease management	Activities focused on local eradication or reducing the impact and spread of existing diseases on environmental values. Care should be taken to minimise the risk of spreading diseases when undertaking on-ground work, even when disease management is not the primary activity.
Conservation actions for species and communities	Activities that are not captured in other specific activity types and are primarily aimed at the conservation of a specific threatened species (e.g. translocation, management of an insurance population for a threatened species) or threatened ecological community.
Revegetation	Activities aimed at establishing and managing mixed native species plantings appropriate to the site and type of vegetation community. Species that are known to be or have the potential to become an agricultural or environmental weed must not be used. Revegetation may involve direct seeding and/or planting activities. Revegetation activities may include planting tube stock or seed sowing.
Seed collection	Seed collection focused on species native to the region. This should be closely managed to ensure native plant populations can continue to reproduce. This activity must be undertaken in connection with a not-for-profit revegetation activity.

Green Army activities	Conditions
Plant propagation	Plant propagation activities involve the propagation of seeds or vegetative materials (including plant cuttings) to produce plants ready for planting.
Fire management	Activities that use fire as a way to manage environmental and/or heritage assets. Activities specifically aimed at protecting life, property and non-environmental assets will not be supported except where this is related to the protection of built heritage values.
Debris removal	Activities must focus on the removal and appropriate disposal of rubbish from local waterways and bushland reserves, where it can be demonstrated that this activity is part of a Threat Abatement Plan or strategy, or will directly improve the ecological condition of the site. Rubbish removal activities aimed solely at improving visual and recreational amenity will not be funded. (Note that in some cases vegetation debris can be important additions to rivers and remnant vegetation as habitat enrichment).
Erosion management	Activities focused on stabilising or mitigating erosion of gullies, dune systems, river banks, creeks, estuaries etc. Where it can be demonstrated that the activity is part of a Threat Abatement Plan or strategy and/or will directly improve the ecological condition of the site and/or the heritage values of a site.
Public access and infrastructure	Activities that aim to manage public access and visitor movements to reduce impacts on environmentally sensitive or valuable heritage areas. Activities may include the construction and maintenance of walking tracks, boardwalks, signage and railings.
Fencing	Fencing will only be supported where it will provide high environmental or heritage benefits. For example, where it is the most cost effective management action for the protection of a sensitive riparian area, heritage landscape, revegetation , remnant vegetation , critical habitat area (including for pest animal management), or is part of a strategy to reduce soil erosion. Fencing for the primary purpose of stock management will not be supported unless it meets the above requirement.
Community participation and engagement (Interpretation and visitor use facilities)	Activities that enhance visitor understanding and appreciation of the significant environmental and/or heritage values of an area. Green Army Teams may assist in organising and participating in community open days, talks/presentations, on-country trips and activities and field days. These activities will only be supported as one component of a suite of Project activities.
Indigenous knowledge transfer	Activities to record and share Indigenous traditional knowledge to support environment and heritage conservation may be supported as a component of a suite of Project activities. Relevant activities could include activities with Indigenous school children to share traditional knowledge about country, engagement with traditional owners and young people to clean rock holes and transfer knowledge or working with scientists to share and record knowledge about species or management practices. Applications proposing the use and recording of Indigenous knowledge should indicate how traditional owners will be engaged in and give consent for the activities, and how the knowledge will be stored so that access to sensitive cultural information is managed through traditional cultural protocols and assists Indigenous people to manage their information on culture and country.
Site preparation	Activities that are part of a suite of participant activities within a Project , other than those listed elsewhere in the activities list that are primarily aimed at preparing a site for other activities that link to Program objectives. This may include, for example, ripping soil prior to Revegetation .
Flora survey – general	Activities to record data from native flora surveys undertaken as part of a Project . All surveys must use recognised methods and be carried out under the supervision of an appropriately qualified and/or experienced person and with appropriate permits.

Green Army activities	Conditions
Fauna survey – general	Activities to record data from native fauna surveys undertaken as part of a Project . All surveys must use recognised methods and be carried out under the supervision of an appropriately qualified and/or experienced person and with appropriate permits.
Water quality survey	Activities which involve monitoring of water quality by the collection of standard water quality measurement data. All surveys must use recognised methods and be carried out under the supervision of an appropriately qualified and/or experienced person and with appropriate permits.
Pest animal survey and monitoring	Activities that are primarily aimed at monitoring the success and effectiveness of pest removal activities. All surveys must use recognised methods and be carried out under the supervision of an appropriately qualified and/or experienced person and with appropriate permits.
Plant survival survey	Activities that are primarily aimed at monitoring the success and effectiveness of Revegetation activities. All surveys must use recognised methods and be carried out under the supervision of an appropriately qualified and/or experienced person and with appropriate permits.
Vegetation assessment – Commonwealth government methodology	Activities that involve establishing monitoring sites and recording data on changes in vegetation type and condition (with reference made to condition thresholds as specified in Conservation Advices and Recovery Plans for some threatened ecological communities). This data can be collected using one of the following recognised methods: <ul style="list-style-type: none"> • Habitat Hectares • BioMetric: Terrestrial Biodiversity Tool • BioCondition • TasVeg: Tasmanian Vegetation Condition Assessment Method • Bushland Condition Monitoring • Native Vegetation Condition Assessment and Monitoring for WA • Ecological Monitoring Guide (Department of the Environment). <p>The Australian Government's Vegetation Assessment Guide provides practical instructions for carrying out standard vegetation condition assessments.</p>
Weed mapping & monitoring	Provides an opportunity to record data from weed mapping and monitoring undertaken as part of a Project .

In all cases, where possible, **Applicants** should demonstrate consistency with relevant local, regional, state or national environment and heritage laws, plans and strategies.

The Department reserves the right, at its absolute discretion, to change or remove any Project activities within an approved Project.

4.3 Activities that are not supported through the Program

In addition to activities excluded by the conditions in Table 5 above, the **Program** will not support activities which, in the **Department's** opinion:

- × do not clearly support the delivery of environmental or heritage conservation outcomes (for example, activities primarily delivering a private benefit or commercial gain)
- × are outside of Australia and its territories

- × are required as compliance or government business or are part of an approval under Commonwealth, state or territory legislation, for example, the requirements of an environmental offset under the **EPBC Act**
- × are primarily for the purpose of beautifying or improving amenity
- × involve flood/fire recovery work where this work is covered by insurance (the **Applicant** may be required to provide a letter from their insurer showing that the proposed works are not covered by the relevant insurance policy)
- × are unable to be undertaken by **Green Army Teams**, for example, major construction which requires technical or professional expertise outside that which may be sourced through **Green Army Teams**
- × involve the use of firearms or present significant risk to the health and safety of **Participants**
- × are already funded by the Australian Government. **Project Hosts** may use **Green Army Teams** to support broader **Projects** that include activities funded by the Australian Government. However, specific activities undertaken by **Green Army Teams** must not be otherwise funded by the Australian Government and **Applicants** cannot receive funding for the same materials (for example, trees or seedlings) multiple times from the Australian Government.

PART 5: HOW TO APPLY

5.1 Online Applications

Applications should be submitted online.

The **Application** form is available at the following link: <http://www.environment.gov.au/land/green-army/projects/ec-projects>.

An **Application** must only contain a single 2016 election commitment project. Each additional **Project** must be completed on its own application form.

Please note that each downloaded **Application** form has an embedded unique identifier as a means to exclude duplicate submissions. As a result, the same form cannot be submitted twice. If you are submitting more than one **Application** you must download a separate form from the website for each individual **Application**. It is not sufficient to save a new copy of a previously downloaded form. You must download a new form for each **Application** you wish to submit.

Please do not email an **Application** form to the **Department**, as these will not be accepted.

5.2 Hard Copy Applications

If the **Applicant** does not have access to the Internet, a hard copy **Application** form may be requested by calling the Green Army Hotline on 1800 780 730. **Applicants** may also request hard copies of the documents listed in [Part 4.1](#) of the **Guide** and the **Department** will provide these, where possible.

Please **do not** print the **Application** form from the Internet and complete it by hand. Essential questions may not be visible in this format. When completing an **Application** form, limit responses to the character limit indicated. Any excess text will not be considered.

If submitting a hard copy **Application** form, the submission date is the date on which the **Application** is postmarked.

Please do not send hard copies of **Applications** that have already been submitted online. Hard copy **Applications** are to be addressed and delivered to:

Post:	Courier delivery:
Director Green Army Program Biodiversity Conservation Division Department of the Environment and Energy GPO Box 787 CANBERRA ACT 2601	Director Green Army Program Biodiversity Conservation Division Department of the Environment and Energy John Gorton Building, King Edward Terrace PARKES ACT 2600

Applicants should keep a copy of their **Application** for their records.

5.3 Receipt and Registration

Once an online **Application** is submitted, the **Applicant** will receive an email with a receipt generated (including reference number) for their records, and a link to view their submitted **Application**.

If a receipt is not generated, please contact the Green Army Hotline on 1800 780 730 or via email to greenarmy@environment.gov.au to confirm that your **Application** has been received through the online system.

For **Applications** lodged in hard copy, **Applicants** will be notified in writing within 10 working days to confirm the **Department's** receipt of the **Application**.

5.4 Assessment and on-ground delivery of projects

Green Army 2016 election commitment project applications will be assessed as they are received. Following assessment, approved projects can be contracted to their Service Provider to be delivered on-ground based on the dates requested in the Application. A number of 2016 election commitment projects will be able to commence in the 2016-17 financial year, starting on-ground as soon as possible. **Projects** that request to start in the 2016-17 financial year will be allocated on a first come, first serve basis until the quota for the 2016-17 has been filled. The remaining 2016 election commitment projects will be delivered in the 2017-18 financial year. The **Department** may adjust **project** commencement dates to meet **Program** requirements. Where an Applicant has indicated that their project would start in the 2016-17 financial year, but there is no available quota for this to occur, the Department will negotiate with the Applicant for a start date in the 2017-18 financial year.

5.5 Things to know when completing an Application

- ✓ **Applicants** must ensure their web browser and Adobe preferences are set up correctly to enable downloading of the application form. Instructions for Applicants on ensuring their IT services are set up correctly are available at <http://www.environment.gov.au/land/green-army/projects/ec-projects>.
- ✓ **Applicants** must complete all relevant sections of the **Application** form to allow electronic submission of the **Application** form. Mandatory fields are denoted by an asterisk (*). Additional information provided by the **Applicant** but not requested in the **Application** form will not be assessed.
- ✓ **Applicants must** be received by the **Closing Time**, 11:59PM AEST, 30 June 2017.
- ✓ **Electronic Applications are preferred**. Each online **Application** is given a unique identification number. A receipt will be generated once the online **Application** is submitted.
- ✓ Submission of the **Application** form online must be considered, approved and submitted by an authorised officer of the **Applicant**. Hard copy **Applications** must be signed and approved by an authorised officer of the **Applicant**.
- ✓ Once submitted, changes to an **Application** can only be made by contacting the Green Army Hotline. Any requested changes will be considered by the **Department** at its discretion.

5.6 Late Applications

All **Applications** that are received after the **Closing Time** will be considered a **Late Application**, and ineligible. The **Department** may accept Late Applications at its discretion. If an **Applicant** wishes for the **Department** to consider their **Late Application**, they must submit a request in writing to the **Department**.

PART 6: SUCCESSFUL PROJECTS

6.1 Agreement with a Service Provider

Once a **Project** has been approved, the **Department** will provide information about the approval to **Service Providers**. The **Department** will also notify the **Applicants** of the outcome.

The relevant **Service Provider** will liaise with the **Project Host** to determine **Project** specific details. Before the **Project** can commence, the **Service Provider** and the **Project Host** are required to negotiate a **Project Agreement** which sets out their respective roles and responsibilities in the delivery of the **Project**. Where an organisation partners with one or more other organisations, one organisation (a legal entity) must take overall responsibility for the **Project**, as a **Project Host**, and be able to enter into a **Project Agreement** with the **Service Provider**.

The **Project Agreement** will be a legally enforceable agreement and both parties will be legally responsible for ensuring all of their obligations under the terms and conditions of the agreement are met.

Project Hosts will be required to:

- enter into a **Project Agreement** with the relevant **Service Provider** setting out (amongst other things):
 - the **Project** details, including work schedule and details of training to be undertaken
 - resources to be provided by the **Service Provider** (that is the **Basic Materials**, **Project Consumables** and **Non-basic Materials**) and any resources to be provided by **Project Host** required to undertake the **Project**
 - a risk management plan including risk management strategies, roles and responsibilities
 - **Work Health and Safety** requirements (see [Part 3.5](#))
 - compliance with relevant laws, regulations and policies
 - the requirement for **participant** criminal history checks to be obtained where required.
- work with the **Service Provider** in the development of **Project** specific **Work Health and Safety** plans, particularly in relation to the provision of a safe work environment (for example, by considering the presence of asbestos, working near water, the use of specialised equipment or including safe access to the site where work is being carried out, where they have control of this)
- before commencement of a **Project**, ensure that all necessary planning, approvals and/or permits are in place, including the consent of all relevant traditional owners or appropriate Indigenous organisations where activities may directly affect Indigenous sites, places, values or communities

- facilitate a safe work environment, including safe access to the site where work is being carried out, where they have control of this, or facilitate this where a third party (such as a land manager) is involved
- ensure that any equipment provided (other than that provided by the **Service Provider**) for use in the **Project** is in good working order and meets necessary safety, performance and servicing standards
- hold and maintain relevant insurance for their organisation (e.g. public liability and products liability insurance)
- facilitate the delivery of the **Project** in collaboration with the **Service Provider** and support a positive **participant** experience, including **participant** training and skills development opportunities, and facilitate local community support for, and engagement in, the **Project** as appropriate
- provide a short end-of-project survey detailing **Project** Priorities and the experience of engaging in the **Program**.

An approved **Project** must not commence before the **Project Host** and **Service Provider** have entered into the **Project Agreement**. **Applicants** can seek further details about the **Project Agreements** via the **Service Providers** to inform the development of the **Application**.

6.2 Promotion and Publicity

Project Hosts will be required to acknowledge Australian Government support. Any signage or publications related to the **Project** must contain an acknowledgement as reasonably required by the **Department**.

The Australian Government reserves the right to publicly disclose information about successful **Projects**.

PART 7: RIGHTS AND RESPONSIBILITIES

7.1 Responsibilities of the Applicant

General Obligations

It is the responsibility of the **Applicant** to:

- fully and properly inform themselves of the requirements of the **Program**, the **Guide**, and the requirements of the **Application** process
- ensure that their **Application** is complete and accurate
- ensure their **Application** is received by the **Department** before the **Closing Time**
- identify any information contained within their **Application**, which they consider should be treated as confidential and provide reasons for the request (noting the **Department** will not be in breach of any confidentiality obligations where disclosure is required as authorised in [Part 7.3](#))
- keep a copy of their **Application** and any attachments for their records
- after submitting their **Application**, inform the **Department** of any changes to their circumstances, which may affect their **Application** or their eligibility under the **Program**, promptly after becoming aware of the change.

Conflict of Interest

Applicants are required to declare, in writing to the **Department**, where any actual, apparent, or potential conflict of interest exists or might arise in relation to their **Application** that may impact on it, the proposed **Project(s)**, or any **Project Agreement** it may enter into with a **Service Provider**. A conflict of interest is any circumstance in which the **Project Host** or any of the **Project Host's** personnel has an interest (whether financial or non-financial) or an affiliation that affects, will affect, or could be perceived to affect, the **Project Host's** ability to perform the **Project(s)**, or its obligations under any agreement, fairly and independently.

A conflict of interest may exist, for example, if the **Applicant** or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the **Application** assessment process, such as a **Departmental** staff member
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the **Applicant** in carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the receipt of support under the **Program**.

Risk, Costs and Expense

The **Applicant's** participation in any stage of the **Application** process, or in relation to any matter concerning the process, is at the **Applicant's** sole risk, cost and expense. The **Department** will not be

responsible for any costs or expenses incurred by an **Applicant** in preparing or lodging an **Application** or in taking part in the process or the **Program**.

False and Misleading Information

Applicants are entirely responsible for the accuracy of all information submitted in their **Application**. If **Applicants** knowingly provide inadequate, false or misleading information, the **Application** may be excluded from the assessment process. **Applicants** should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Commonwealth). **Projects** may be redesigned or allocated to a different entity to assume responsibility if it is identified that false or misleading information was provided in an **Application**.

7.2 Rights and responsibilities of the Department

Responsibilities of the Department

The Department is committed to ensuring:

- Fairness and impartiality: **Applicants** will be treated equally and have the same opportunity to access information and advice.
- Consistency and transparency of process: **Applications** will be evaluated in a systematic manner against explicit predetermined selection criteria and suitability criteria.
- Security and confidentiality: The processes adopted for receiving and managing **Applicant** information will ensure the security and confidentiality of information, as appropriate.
- Identification and resolution of potential conflicts of interest: Staff involved in the **Application** and assessment process are required to declare and address any actual, potential or perceived conflict of interest prior to providing any advice or assessment.
- Circumstances for waiving/amending criteria or process: The Australian Government is committed to ensuring that the **Program** is transparent and in accordance with the published **Guide**.
- The **Department** reserves the right, at its absolute discretion, to change or remove any **Project** activities within an approved **Project**.

Rights of the Department

The **Department** may, in its absolute discretion:

- request further information from an **Applicant**;
- allow an **Applicant** to remedy any discrepancy, ambiguity, inconsistency or error in an **Application**;
- accept or disregard clarification information provided by an **Applicant**;
- amend this **Guide** or the **Application Form**;
- vary or add to criteria or eligibility requirements;

- vary or suspend the assessment process;
- change the structure or timing of the process;
- suspend or defer the process;
- terminate this process if it considers it is in the public interest to do so;
- exclude an Applicant if the Department becomes aware that an Applicant:
 - is or becomes bankrupt or insolvent (whichever is applicable);
 - has made false declarations in documents that relate to this Program; or
 - its Application does not satisfy, or ceases to satisfy, one or more of the Eligibility Criteria.
- exclude an Application if:
 - it is incomplete;
 - it does not comply with the requirements in these Guidelines;
- request further information from an Applicant;
- allow an Applicant to remedy any discrepancy, ambiguity, inconsistency or error in an Application;
- accept or disregard clarification information provided by an Applicant;
- enter into negotiations with one or more Applicants at any time;
- discontinue negotiations with any Applicant at any time for any reason;
- provide additional information or clarification to Applicants;
- negotiate with any person who is not an Applicant.

The Department believes the contents this **Guide** to be accurate at the date of this **Guide** (or if no date is specified, the date the **Guide** is issued). The accuracy of any statements, contained in these **Guide** may change. Where any statement relates to future matters, no steps have been taken to verify that the statement is based on reasonable grounds, and, to the maximum extent permitted by law, no representation or warranty, expressed or implied, is made by the Department.

7.3 Confidentiality and privacy

Subject to the provisions below, the Department will keep confidential any confidential information provided to the Department by Applicants prior to the Applicant becoming a Project Host, and in respect of ineligible Applicants, indefinitely.

Applicants must identify any information contained within their **Application**, which they consider should be treated as confidential and provide reasons for the request.

The **Department** will only consider a request for confidentiality where:

- the information to be protected is identified in specific rather than global terms
- the information is by its nature confidential, and
- disclosure would cause detriment to the parties concerned.

Any claims for confidentiality will form part of the assessment.

The **Department** is subject to the legislative and administrative accountability and transparency requirements of the Australian Government, including disclosure to the Parliament and its Committees. Notwithstanding any obligation of confidentiality, the **Department** may disclose, or allow at any time the disclosure of, any information contained in or relating to any **Application**:

- to its advisers, employees or internal management for purposes related to the **Application** and assessment processes, including to evaluate or otherwise assess **Applications** and manage any resultant arrangements
- to the responsible **Minister**
- in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia
- within the **Department**, or with another agency, where this serves the Australian Government's legitimate interests
- where the information is authorised or required by law to be disclosed, noting that information submitted to the Australian Government is subject to the *Freedom of Information Act 1982* (Commonwealth) and its requirements, or
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by the Australian Government.

In submitting an **Application**, **Applicants** consent to the **Department** using the information submitted for the above mentioned purposes, for administering, monitoring and evaluating the **Program** and any other incidental or related purpose.

Applicants should be aware that the **Department** may publish information on its website about the successful **Project Host**, including but not limited to:

- the name of the person or entity receiving support under the **Program**
- the title and purpose of the **Project(s)**, and
- the term and location of the **Project(s)**.

By submitting an **Application**, the **Applicant** consents to publication of the above information by the **Department** when they are granted support through the **Program**.

The **Department** will store and use the personal information collected by it in compliance with its obligations under the *Privacy Act 1988* (Commonwealth). **Applicants** may access or correct personal

information by either emailing the **Department** at greenarmy@environment.gov.au or sending a letter to the **Department's** postal address.

7.4 Discrepancies, ambiguities and inconsistencies

The **Department** will not accept responsibility for any misunderstanding arising from the failure by an **Applicant** to comply with the **Guide**, or arising from any discrepancies, ambiguities, inconsistencies or errors in their **Application**.

If an **Applicant** discovers any material discrepancy, ambiguity, inconsistency or error in their **Application**, they must immediately bring it to the attention of the **Department** via the Green Army Hotline on 1800 780 730 or via email to greenarmy@environment.gov.au.

7.5 Ownership

All **Applications** become the property of the **Department** on lodgement. However, subject to the following paragraph, ownership of the intellectual property rights in the **Applications** will remain unchanged.

The **Department** may use and copy the **Applications** as it requires for the purposes of the this application process, evaluating **Applications**, negotiating and issuing work orders to **Service Providers** audit requirements and complying with reporting requirements including any governmental and Parliamentary requests for information by the Australian Government, a Minister, the Parliament or Parliamentary Committees.

7.6 No contract

Nothing in this **Guide** is to be construed as to give rise to any contractual obligations, express or implied. No conduct or statement made by the **Department** or the **Minister** is to be construed as giving rise to a contract or undertaking of any kind (including without limitation, an undertaking that could give rise to an action in negligence or estoppel).

PART 8: APPLICATIONS SUBMITTED UNDER ROUND FIVE OF THE GREEN ARMY

A small number of applications were submitted under Round Five of the Green Army Program that were considered to be aligned to the 2016 election commitments.

As a consequence, a Round Five Application that has not been approved under the Round Five process, but is considered by the **Department** to potentially meet the **Project Goals** and technical requirements of an **original election commitment**, may be eligible under this **Application** process.

- In these cases, the Department will contact the applicant of a Round Five Application to confirm it agrees to having its Round Five Application assessed under this **Application** process, and if so, seek confirmation from the Round Five Applicant;
- that there have been no material changes to any aspect of the Round Five Application, including the details contained in the declaration that formed part of the Round Five Application; or
- that there have been material changes to one or more aspects of the Round Five Application and obtain details of those changes.

Where the Round Five Applicant provides its agreement to include its Round Five Application in this process and provides the requested confirmation on or before the Closing Date, the Round Five Application will be deemed to be received by the Department and will be assessed against the eligibility and suitability requirements in this Guide, other than the requirements in:

- Part 2.1 for the Application to include the correct election commitment identifier in the Application Form;
- Part 2.1 for an Applicant to complete a declaration that is substantially the same as what is contained in the Application Form;
- Part 2.2 of this Guide.

In all other respects, a Round Five Application that is deemed to be received by the Department in accordance with this Part 7 will be treated in the same way as an **Application**.

If a Round Five Application was approved under the Round Five process, the Round Five Application will be progressed in the same way as any other application approved under Round Five.

PART 9: MISCELLANEOUS

9.1 Return or destruction of Department information

The Department may, at any stage, require all written or electronically stored information provided to Applicants (whether confidential or otherwise and without regard to the type of media on which such information was provided to any applicant) and all copies of such information made by Applicants to be:

- returned to the Department – in which case the Applicant must promptly return all such information to the address identified by Department; or
- destroyed by the Applicant – in which case the Applicant must promptly destroy all such information and provide the Department with written certification that the information has been destroyed.

9.2 Complaints

All complaints will be handled consistent with the Department's Service Charter 2014 – 2016, available from the **Department's** website at www.environment.gov.au.

If an **Applicant** is dissatisfied with the way their **Application** has been handled by the **Department**, the **Applicant** can lodge a complaint by contacting the **Department** via:

Email:

greenarmy@environment.gov.au

Post:

Green Army Program
Biodiversity Conservation Division
Department of the Environment and Energy
GPO Box 787
Canberra ACT 2601

The complaint will be managed in line with the **Department's** Complaints Management Policy. The **Department** is committed to consistent, fair and confidential handling of complaints and to resolving complaints as quickly as possible. Feedback and complaints will be handled impartially and in a confidential manner.

PART 10: CONTACT DETAILS

For more information about the **Program**, or questions about the **Application** process, please contact us via:

Green Army Hotline:

1800 780 730

Email:

greenarmy@environment.gov.au

Post:

Green Army Program
Biodiversity Conservation Division
Department of the Environment and Energy
GPO Box 787
Canberra ACT 2601

To ensure the query is dealt with promptly, please include 'Green Army 2016 Election Commitment **Application**' in the subject line of all emails.

PART 11: GLOSSARY OF TERMS

Term	Definition
Allowance	The Allowance paid to participants for each fortnight, or part thereof, of participation in the Program .
Applicant	An entity that makes an Application . An Applicant may become a Project Host should their Application be awarded.
Application	An Application to the Australian Government for one of the 119 election commitment projects that were committed to as part of the 2016 election campaign, to deliver specified conservation outcomes in accordance with the Guide .
Australia's Biodiversity Conservation Strategy	A guiding framework for conserving Australia's biodiversity. Further information can be found here: http://www.environment.gov.au/node/14488 .
Australian Pest Animal Strategy	The focus of the Australian Pest Animal Strategy is to address the undesirable impacts caused by exotic vertebrate animals (mammals, birds, reptiles, amphibians, and fish) that have become pests in Australia, and to prevent the establishment of new exotic vertebrate pests.
Basic Materials	<p>Basic Materials refers to those materials that will be supplied (and replaced if lost or broken) by the Service Provider to enable participants to complete their required activities. Basic Materials include:</p> <ul style="list-style-type: none"> • safety clothing • basic tools, and • first aid kits.
Burra Charter	The Burra Charter and its accompanying guidelines are considered the best practice standard for cultural heritage management in Australia. More information can be found here: http://australia.icomos.org/publications/charters/ .
Closing Time	The date by which Election Commitment Project Applications must be received by the Department , 11:59PM AEST 30 June 2017.
Commonwealth Entity	<p>Means:</p> <ul style="list-style-type: none"> (a) a Department of State; or (b) a Department of the Parliament established under the <i>Parliamentary Service Act 1999</i> and includes any body (except a body corporate), person, group of persons or organisation that is prescribed by a statute or subordinate legislation of the Commonwealth in relation to the specified Department of the Parliament; or (c) a Listed Entity; or (d) a body corporate that is established by a law of the Commonwealth; or (e) a body corporate that: <ul style="list-style-type: none"> (i) is established under a law of the Commonwealth (other than a Commonwealth company); and (ii) is prescribed by a statute or subordinate legislation of the Commonwealth to be a Commonwealth entity.

Term	Definition
Commonwealth Heritage List	Commonwealth Heritage List means the list referred to in section 341C of the EPBC Act .
Conservation Advices	Conservation Advice provides guidance on immediate recovery and threat abatement activities that can be undertaken to ensure the conservation of a newly listed threatened species or ecological community under the EPBC Act . Conservation advice includes practical on-ground activities that can be implemented by local communities, natural resource management groups or interested individuals, such as landholders. It can also include broader management actions which can be undertaken by organisations such as local councils, government agencies or non-government organisations, to protect the species or ecological community on a regional level (http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/conservation-advices).
Conservation Management Plan	A document that sets out what is significant in a place and what policies/strategies are appropriate to allow that significance to be kept in the future use and development of the place. More information can be found at: http://australia.icomos.org/publications/the-conservation-plan/ .
Corporate Commonwealth Entity	As defined in section 11 of the <i>Public Governance, Performance and Accountability Act 2013</i> (Commonwealth).
Department	The Australian Government Department of the Environment and Energy or any other agency that administers this Program from time to time.
Department of State	Means any body (except a body corporate), person, group of persons or organisation that is prescribed by a statute or subordinate legislation of the Commonwealth in relation to a specified Department of State excluding any part of a Department of State that is Listed Entity .
EPBC	The <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Commonwealth).
Green Army Team	A team of up to nine participants and a Team Supervisor working over a period of 20 to 26 weeks to deliver a Project .
the Guide	The <i>Green Army 2016 Election Commitment Project Application Guide</i> .
Heritage value	Heritage values of a place, consistent with Section 528 of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> , include the place's natural and cultural environment having aesthetic, historic, scientific or social significance.
Indigenous heritage value	Indigenous heritage value of a place, consistent with Section 528 of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> , means a heritage value of the place that is of significance to an Indigenous person in accordance with their practices, observances, customs, traditions, beliefs or history.
Key threatening process	A process, listed under the EPBC Act that threatens or may threaten the survival, abundance or evolutionary development of a native species or ecological community. For more information can be found at: www.environment.gov.au/biodiversity/threatened/ktp.html .

Term	Definition
Late Application	Any Application received after the Closing Time .
Listed Entity	Means: (a) any body (except a body corporate), person, group of persons or organisation (whether or not part of a Department of State); or (b) any combination of bodies (except bodies corporate), persons, groups of persons or organisations (whether or not part of a Department of State); that is prescribed by a statute or subordinate legislation of the Commonwealth to be a Listed Entity .
Listed threatened ecological communities	As defined in Part 23 of the EPBC Act .
Listed threatened species	As defined in Part 23 of the EPBC Act .
Matters of National Environmental Significance	The Matters of National Environmental Significance identified in Part 3 of the EPBC Act . For further information about Matters of National Environmental Significance see http://www.environment.gov.au/epbc/what-is-protected .
Minister	The Australian Government Minister for the Environment and Energy
Migratory species	As defined in Part 23 of the EPBC Act .
National Environmental Alert List	The National Environmental Alert List (the Alert List) is a list of 28 non-native weeds that have established naturalised populations in the wild. Species were identified for the Alert List based on three criteria: <ul style="list-style-type: none"> • posing a high or serious potential threat to the environment • having limited distribution within Australia at present, or • being amenable to successful eradication or containment programs.
National Heritage List	As defined in Part 23 of the EPBC Act .
Non-basic Materials	Refers to those materials that are provided by the Service Provider to support the project <u>and</u> may be retained by the Service Provider at the conclusion of the Project . Non-basic Materials will be provided by the Service Provider in addition to Basic Materials and Project Consumables in delivery of a Project . The value of the agreed Non-basic Materials to be provided will be detailed in the Project Agreement .
Non-corporate Commonwealth Entity	Means a Commonwealth Entity that is not a body corporate. For avoidance of doubt, activities conducted in places included on the Commonwealth Heritage List that are owned or leased by a Commonwealth Entity that is a body corporate (i.e. an entity that is legally separate from the Commonwealth) such as Post Offices owned by the Australian Postal Corporation will not be activities that are supported by the Program .

Term	Definition
Order	An order for Services made to the Service Provider by the Department under the existing Deed of Standing Offer in relation to the delivery of one or more Projects .
Participant	A Green Army participant is an Australian citizen or permanent resident aged between 17 and 24, who is engaged to participate in a team to work on a Project delivering environment and/or heritage conservation outcomes within the community.
Participant Agreement	An agreement between Service Provider and participant in relation to the Program , including provisions about the Allowance and training.
Program	The Green Army Program.
Project	A Green Army Project is a proposed work schedule of 20 to 26 weeks to be undertaken by a Green Army Team under the Program .
Project Agreement	A written agreement between Service Provider and the relevant Project Host for each Project setting out their respective rights and obligations.
Project Consumables	Project Consumables refers to those materials that will directly support both the delivery of the environmental objectives of the Project and be used in an activity being undertaken by the participants. Project Consumables will be provided by the Service Provider in addition to Basic Materials in delivery of a Project . The value of the agreed Project Consumables to be provided will be detailed in the Project Agreement .
Project Host	A Project Host is an Applicant who is successful in being awarded the services of a Green Army Team under the Program .
Protected Area Plans of Management	A plan setting out the individual needs of each declared Indigenous Protected Area, and usually includes weed and feral animal control, fire management, work to conserve cultural heritage and setting up infrastructure to manage visitor access.
Protected Environmental Matters	The matters listed in Part 4.1.1 of the Guide .
Ramsar wetlands	Is a declared Ramsar wetland, as outlined in Part 23 of the EPBC Act .
Recovery Plans	Recovery Plans set out the research and management actions necessary to stop the decline of, and support the recovery of, listed threatened species or threatened ecological communities . The aim of a Recovery Plan is to maximise the long term survival in the wild of a threatened species or ecological community. The Department's Species Profile and Threats Database has a full list of Recovery Plans and is available at: http://www.environment.gov.au/cgi-bin/sprat/public/publicshowallrps.pl
Regional Natural Resource Management Organisation	Regional natural resource management organisations are based on catchments or bioregions. A list of natural resource management regions and contacts is provided at: http://www.nrm.gov.au/about/nrm/regions/index.html .
Registered Training Organisations or RTO	Training providers registered by the Australian Government's Australian Skills Quality Authority (or in some cases, a state regulator) to deliver vocational education and training services.

Term	Definition
Remnant Vegetation	One or more areas of largely intact (structurally and/or compositionally) native vegetation that remains after the removal (usually by clearing) of parts of a natural area.
Revegetation	The re-establishment of vegetation in areas that have been cleared or highly modified. The mix of plant species may not be the same as that of the original vegetation.
Schedule 7 chemicals	Under The Poisons Standard (the Standard for the Uniform Scheduling of Medicines and Poisons), Schedule 7 chemicals are dangerous poisons with a high potential for causing harm at low exposure and which require special precautions in manufacture, handling or use. These poisons should be available only to specialised or authorised officers who have the skills necessary to handle them safely.
Service Provider	A legal entity that has entered in to an agreement with the Department to deliver the Program (or part thereof).
Team Supervisor	A Green Army Team Supervisor is engaged by Service Providers to manage a Green Army Team on a full-time basis. A Team Supervisor must be over 18 years old, be adequately experienced, and will be primarily responsible for supervising participants in the field to carry out activities as part of a Project , manage attendance, Work Health and Safety requirements and field reporting.
Threat Abatement Plans	These plans provide for the research, management, and any other actions necessary to reduce the impact of a listed key threatening process on native species and ecological communities. Implementing the Threat Abatement Plan should assist the long term survival in the wild of affected native species or ecological communities. A list of approved Threat Abatement Plans can be found at: http://www.environment.gov.au/topics/biodiversity/threatened-species-ecological-communities/threat-abatement-plans/approved-threat
Vulnerable Persons	Vulnerable Person means: (i) a Child; or (ii) an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
Weeds of National Significance (WoNS)	Weeds of National Significance are plant species that have been identified by Australian governments based on their invasiveness, potential for spread and environmental, social and economic impacts. For further information see: http://www.environment.gov.au/biodiversity/invasive/weeds/weeds/lists/wons.html
Work Health and Safety	In the context of the Program , protecting the health and safety of workers and other persons while in the workplace from exposure to hazards and risks, and the terms 'worker', 'workplace' and 'other persons' are defined and used in the relevant Work, Health and Safety Laws.
World Heritage List	As defined in Part 23 of the EPBC Act .

Term	Definition
Work Health and Safety Laws	Applicable work, health and safety statute, regulation, by-law, ordinance or subordinate legislation in force from time to time in the relevant state or territory.