



**Australian Government**  

---

**Attorney-General's Department**

***SECURE SCHOOLS PROGRAM***

**PROGRAM GUIDELINES**

## TABLE OF CONTENTS

1.	INTRODUCTION .....	1
2.	OBJECTIVE .....	1
3.	FUNDING PERIOD AND GRANT LIMITS .....	1
4.	ELIGIBILITY .....	1
5.	PRIORITY AREAS FOR FUNDING .....	1
6.	ELIGIBLE PROJECTS .....	2
6.1	Funding for security related infrastructure .....	2
6.2	Funding for capital items other than security related infrastructure .....	2
6.3	Funding for operational security expenses .....	2
7.	INELIGIBLE PROJECTS .....	2
8.	APPLICATION AND ASSESSMENT PROCESS.....	3
9.	CONFLICT OF INTEREST .....	3
10.	APPLICATION SUBMISSION .....	4
11.	ADDRESS FOR APPLICATIONS .....	4
12.	REQUIREMENTS FOR FUNDING.....	4
12.1	Funding agreements .....	4
12.2	Continued organisational eligibility .....	4
12.3	Insurance .....	5
12.4	Standards of behaviour .....	5
13.	PRIVACY .....	5
14.	FURTHER INFORMATION .....	6

## **1. INTRODUCTION**

The Australian Government will provide up to \$20 million over four years for the *Secure Schools Program* to assist at-risk religious, ethnic and secular schools meet their particular security needs.

The program will adopt a targeted application process, with individual schools being invited to apply for funding. Invited schools may apply for capital and/or operational costs. Both government and non-government schools will be considered.

Funding will be awarded on the basis of assessed security needs. All successful applicants will be required to implement security measures identified in a risk management strategy that has been developed in consultation with professional security consultants. Some schools may already have a risk management strategy in place, whereas other schools may develop a risk management strategy as part of the funded activity.

Priority will be given to existing schools with an already established or identified security need.

The program will not provide funding for security measures to deal with issues surrounding student bullying, harassment, student violence and child protection, or with opportunistic acts of vandalism or other property crime in schools that are appropriately dealt with by education authorities and local police.

The *Secure Schools Program* will operate as a rolling grants program, subject to the limit of annual funding, to enable it to respond to schools' changing security needs.

## **2. OBJECTIVE**

The objective of the *Secure Schools Program* is to help schools assessed as being at risk because of national security considerations to meet their specific security needs.

## **3. FUNDING PERIOD AND GRANT LIMITS**

Grants are available for a period of up to one year. The notional grant limit is \$500,000 per school. However, in exceptional circumstances this amount may be increased if additional funds are required to implement a project successfully.

## **4. ELIGIBILITY**

Only those schools invited to apply for funding may be eligible to receive funding under the *Secure Schools Program*.

## **5. PRIORITY AREAS FOR FUNDING**

Priority will be given to existing schools with an already established or identified security need.



## **8. APPLICATION AND ASSESSMENT PROCESS**

The program will adopt a targeted application process in line with the Australian National Audit Office *Administration of Grants* Better Practice Guide. At-risk schools identified by Commonwealth and State government agencies will be invited to apply for funding.

Targeted applicants will be required to complete a self-assessment questionnaire forwarded to them by the Department. The questionnaire is designed to assist schools in determining their eligibility for consideration for funding under the *Secure Schools Program*. It seeks protective security information, including security risks, security threats and current levels of security protection.

Information from completed questionnaires will be objectively assessed against standard security risk assessment selection criteria. Applications will then be ranked according to a risk rating matrix.

The questionnaire and risk rating matrix were designed by the Australian Federal Police specifically for the *Secure Schools Program*.

An Advisory Group comprised of representatives from the Attorney-General's Department; the Australian Federal Police; and the Department of Education, Employment and Workplace Relations will consider applications from schools rated most at risk.

Key criteria that will be considered by the Advisory Group include:

- the quality of available evidence to support the existence of a security risk
- the capacity of the project to mitigate the security risk, and
- an applicant's capacity to deliver the project and administer grant funds.

At the conclusion of the assessment process, the Advisory Group will make recommendations to the Minister for Home Affairs.

Successful applicants will normally be announced by the Minister for Home Affairs.

All applicants will be notified in writing of the outcome of their application. Feedback will be available on request to the Department.

## **9. CONFLICT OF INTEREST**

Applicants must indicate any potential perceived or actual conflict of interest arising from proposed projects.

Where the Department establishes that a conflict of interest exists, the Department may decide not to consider the application.

If there is the possibility of a perceived conflict of interest, applicants should include a statement addressing this and demonstrate why a conflict of interest will not result from the award of funding for the project, or how the conflict will be managed.

### **12.3 Insurance**

Each successful applicant is required to hold the following insurance for the period of the grant:

- public liability insurance to a minimum of \$10 million
- professional indemnity or associations liability insurance to a minimum of \$5 million, and
- workers compensation insurance.

### **12.4 Standards of behaviour**

The Department expects a certain standard of behaviour and conduct from funded organisations. Those involved in managing or delivering services under the project should:

- comply with all Australian laws
- avoid activities that might jeopardise the grant, and
- act honestly, ethically and professionally.

Where a funded organisation becomes aware that a person involved in managing the project or delivering services under the project does not meet these standards, the organisation is required to notify the Department and remove the person from any role in the funded activity.

## **13. PRIVACY**

Schools awarded a grant under the *Secure Schools Program* are obliged under the terms of the funding agreement to meet the requirements of the Information Privacy Principles contained in the *Privacy Act 1988* (Cwlth). These principles cover the collection, storage, use and disclosure of personal information.

Under these principles you should ensure that any personal information you collect and hold is accurate, relevant to the purpose for which it was collected, up to date and not misleading

In most cases, personal information should not be used or disclosed to another person, body or agency without the individual's consent. Individuals have the right to access their personal information and to complain if they think their personal information has been mishandled.

Successful applicants must also comply with relevant State and Territory privacy legislation.

Applicants should pay close attention to privacy legislation when developing project proposals. For example, personal information should be de-identified when presenting case study data. Personal information should not be included without an individual's explicit, informed and written consent.

Further information about privacy is available at <[www.privacy.gov.au](http://www.privacy.gov.au)>.