



Disaster Ready Fund (DRF) Guidelines

Funding round:	Round 1, 2023-24
Opening date:	Tuesday 10 January 2023
Closing date and time:	5.00pm AEDT on Monday 6 March 2023
Commonwealth policy entity:	National Emergency Management Agency
Administering entity	National Emergency Management Agency
Enquiries:	If Applicants have any questions, contact disaster.ready@nema.gov.au
	Questions should be sent no later than Thursday 23 February 2023
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1 Disaster Ready Fund Processes

The Disaster Ready Fund is designed to achieve Australian Government objectives

The Disaster Ready Fund (DRF) will be funded from the Disaster Ready Fund Special Account. Under the *Disaster Ready Fund Act 2019 (DRF Act)* up to \$200 million will be available per annum from 1 July 2023.

DRF applications open

The National Emergency Management Agency (the **Agency**) publishes a copy of the Disaster Ready Fund Guidelines (**DRF Guidelines**) inviting Applicants to submit applications. The DRF Guidelines are published on the Agency's website: www.nema.gov.au.

Applicants complete and submit applications

Applicants consult with local governments, communities and implementing partners and submit applications in accordance with the requirements set out in the DRF Guidelines.

A DRF Assessment Panel assesses applications

The Agency establishes a DRF Assessment Panel (**Panel**) which assesses and scores each application in accordance with the DRF Guidelines. The Panel will give consideration to value for money and alignment with the DRF's Objectives, at a minimum. The Panel will also give consideration to equity across the Applicants, noting the DRF is intended to achieve national outcomes as articulated in the National Disaster Risk Reduction Framework (**NDRRF**).

Advice to the Coordinator-General of the Agency

The Agency provides advice to the Coordinator-General of the Agency with recommendations for funding in accordance with the Panel's assessment.

Funding decisions are made

The Coordinator-General makes recommendations to the Minister for Emergency Management regarding applications (the Minister). The Minister, as the final decision maker, decides which applications will be funded. The Minister seeks approval from Government for the total amount to be committed from the DRF Special Account. The Agency advises Applicants of the outcomes of their applications.

Announcement of projects to be funded

The Minister announces the projects to receive funding under the DRF. The Agency publishes the set of successful projects on its website.

Establishing a Funding Agreement with each Applicant that is to receive funding

The Agency negotiates funding agreements with successful Applicants, including reporting milestones. The Minister together with the relevant minister(s) in that Australian state or territory co-signs the Schedule.

Delivery of Funding

The Commonwealth Department of Treasury transfers funding to successful Applicants as a single, upfront payment in accordance with the requirements of the DRF Act.

Endorsement of Implementation Plans

The Agency receives completed Implementation Plans from successful Applicants for their projects, which includes a plan for project management and risk mitigation. The Agency reviews and endorses the Implementation Plan. Works formally commence. The Agency will then monitor project delivery through agreed reporting mechanisms.

Publication of Outcomes and Evaluation of the DRF.

The Agency publishes an annual report on any funding decisions made. The Agency evaluates the specific projects and the DRF as a whole.

2 About the Disaster Ready Fund

2.1 About the National Emergency Management Agency

The National Emergency Management Agency (the **Agency**) was established on [1 September 2022](#) to drive a more coordinated approach to preparing for and responding to disasters, across all hazards. The Agency's priorities include continuing to deliver strong national leadership over the High Risk Weather Season, streamlining and delivering large-scale recovery initiatives and an increased focus on disaster risk reduction.

2.2 About the Disaster Ready Fund (DRF)

Australia's exposure to disaster risk continues to increase, and new risks continue to emerge at an accelerated pace. Extreme heat, heavy rainfall and coastal inundation, and bushfires will increasingly impact the wellbeing and functioning of our communities, our environment and our economy.

The Australian Government has announced up to \$200 million per financial year for the DRF over five years, from 1 July 2023 to 30 June 2028 (up to \$1 billion total). The DRF is the Australian Government's flagship disaster resilience and risk reduction initiative which will fund a diverse set of projects in partnership with Australian state, territory and local governments to deliver medium-term and long-term outcomes that support Australians to manage the physical, social and economic impacts of disasters caused by climate change and other natural hazards.

The DRF is intended to be an enduring fund, to provide all levels of government and affected stakeholders the certainty they need to plan for robust investments in resilience projects to reduce the impacts of disasters predicated by natural hazards.

The DRF will be established under the *Disaster Ready Fund Act 2019 (DRF Act)*, following passage of the Emergency Response Fund Amendment (Disaster Ready Fund) Bill 2022 on

23 November 2022, to implement the Australian Government’s commitment to establish a dedicated fund for disaster resilience and risk reduction.¹

The DRF’s Objectives are to:

- 1. increase the understanding of natural hazard disaster impacts**, as a first step towards reducing disaster impacts in the future;
- 2. increase the resilience, adaptive capacity and/or preparedness** of governments, community service organisations and affected communities to minimise the potential impact of natural hazards and avert disasters; and
- 3. reduce the exposure to risk, harm and/or severity of a natural hazard’s impacts**, including reducing the recovery burden for governments and vulnerable and/or affected communities.

These DRF Guidelines will give effect to the recommendations of the *Royal Commission into National Natural Disaster Arrangements* and the National Disaster Risk Reduction Framework’s (NDRRF) national priorities.

3 How to apply

Before applying, Applicants **must** read and understand these DRF Guidelines and review the application form. The application form is in two parts:

- the overarching cover sheet; and
- the individual project application/s.

An online application form will be circulated to Applicants when invited to apply in accordance with section 3.2. Applicants should submit their overarching application cover sheet, individual project applications and supporting documentation via the online application form.

Applicants **must** have consulted with relevant local governments and First Nations communities before submitting any project with a *place-based focus* (i.e. practical on the

¹ Note that the Bill amends the existing *Emergency Response Fund Act 2019* (Cth) to deliver this commitment. The key amendments (in Schedule 1 of the Bill) will take effect once proclaimed, which is expected to occur in March 2023.

ground impacts in one or more local government areas, where those entities are impacted, for example an infrastructure project).

The Applicant will be required to disclose any financial assistance previously or currently sought or provided through Commonwealth, State/Territory or other initiatives to support proposed projects.

The Agency's website is the authoritative source for information on the DRF. Any amendments will be published on the Agency's website. Applicants are encouraged to check the website for updates.

Applicants are responsible for ensuring their applications are complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth) and the Agency will investigate any false or misleading information and may exclude the application from further consideration.

If Applicants find an error in their application after submitting it, they should contact the Agency immediately at disaster.ready@nema.gov.au. The Agency is not obligated to accept any additional information, nor requests from Applicants to correct their application after the closing date.

If the Agency finds an error, inconsistency or omission, the Agency may ask for clarification or additional information from Applicants that will not materially change the nature of their application in fairness to other Applicants.

Applicants should keep a copy of their application and any supporting documents.

The Agency will acknowledge that it has received applications within three (3) working days.

If Applicants need further guidance around the application process or if they are unable to submit an application online they should contact the Agency at disaster.ready@nema.gov.au.

3.1 Who is eligible to apply under the DRF?

Only Australian state and territory governments are eligible to apply for funding in Round One 2023-24.

The Agency **can only accept one overarching application cover sheet per Applicant** encompassing all project proposals. In preparing the cover sheet, Applicants:

- **may** propose to engage third parties to deliver services on their behalf for any projects awarded DRF funding;
- **must** prioritise project proposals; and
- **must** provide endorsement (i.e. agreement in writing) from the relevant minister(s)² in that Australian state or territory.

3.2 Invitations to apply

The Agency has sought the details of one government agency (referred to herein as ‘**the lead agency**’) in each state and territory (jurisdiction). The lead agency is considered the Applicant and has responsibility for coordinating proposals throughout that jurisdiction, and submitting the applications to the Agency on behalf of that jurisdiction. The details of the lead agencies will be published on the Agency’s website, to enable relevant stakeholders in those states and territories the ability to contact lead agencies in the preparation of applications.

The Agency will write to lead agencies and provide them with access to the online application form, including relevant registration credentials.

3.3 Timing of processes

Applicants must submit an application between the published opening and closing dates specified on the cover page of these DRF Guidelines. The Agency will only accept a late application where an Applicant can demonstrate exceptional circumstances prevented them from submitting the application by the closing date. Agreement to extensions are at the discretion of the **Program Delegate**, who will only consider exercising this discretion if it would be fair to allow the application to be provided late. The Agency will notify an Applicant as soon as practicable if a late application is accepted.

² The Agency considers the relevant Minister to be the minister with portfolio responsibility for the agency charged with coordinating and submitting applications on behalf of that state or territory (the lead agency). Please refer to section 3.2 of these DRF Guidelines.

3.4 Questions during the application process

If Applicants have any questions during the application open period, contact disaster.ready@nema.gov.au. Questions should be sent no later than Thursday 23 February 2023. Responses to questions will be provided within five (5) working days. If applicable, answers to questions will be posted in the Frequently Asked Questions sheet on the Agency's website: www.nema.gov.au.

4 Eligibility criteria

Project applications will not be considered if they do not satisfy all eligibility criteria.

4.1 Eligible Hazard Types

Project activities can target any, or multiple, **Natural Hazards** (as defined in the Glossary), including:

- Geological hazards, such as, but not limited to:
 - Avalanches, mudslides and landslides
 - Earthquakes
 - Volcanic eruptions
 - Sinkholes
 - Tsunamis

- Extreme weather and climate-driven hazards, such as but not limited to:
 - Bushfires/wildfires
 - Heatwaves
 - Damaging wind incidents, including but not limited to dust storms and tornados
 - Storms and tropical cyclones
 - Severe thunderstorms, hailstorms and blizzards
 - Floods, flash flooding, including storm surges
 - Coastal erosion, and coastal inundation
 - Sea level change
 - Pollen storms
 - East Coast lows
 - Geomagnetic solar storms (X or M Class)

4.2 Ineligible Hazard Types

Drought is excluded as an eligible hazard type. The Australian Government's [Future Drought Fund](#) provides \$100 million each year to support initiatives that build drought resilience.

4.3 Eligible DRF project activity types

Stream One: Infrastructure projects which are directed at achieving any or all of the following:

- resilience to a future natural disaster that could affect an area (whether directly or indirectly);
- preparedness for a future natural disaster that could affect an area (whether directly or indirectly); and
- reduction of the risk of a future natural disaster that could affect an area (whether directly or indirectly).

Stream One projects must fall into one or more of the following categories:

1. investment in grey infrastructure;
2. investment in green-blue infrastructure (including nature based solutions);
3. investment in hazard monitoring infrastructure; and/or
4. business case development for future infrastructure (including investigation, modelling, concept and detailed design activities).

Stream One examples³ might include, but are not limited to: the construction of flood levees, fire breaks or cyclone shelters, the construction of artificial reefs or sand nourishment on vulnerable coastlines, tsunami warning systems, bushfire warning systems, and investigation, planning and design to resolve emerging risks.

Stream Two: Systemic risk reduction projects that build the long term sustainability of a community or communities in an area that is at risk of being affected (whether directly or indirectly) by a future natural disaster.

³ These are examples only. Applicants are encouraged to explore the full range of options available to them, including developing innovative solutions against each of the four activity types under Stream One.

Stream Two projects must fall into one or more of the following categories:

1. supporting a better understanding of risk, through a better evidence base to understand and raise awareness of risk – to improve understanding of natural hazards and their potential impacts over time (i.e. hazard mitigation plans and resilience strategies);
2. strengthening decision making by enhancing governance networks and communities of practice, including the development and/or alignment of resilience and risk reduction strategies;
3. adaptation projects that improve land use planning and development practice projects, including but not limited to the preparation of regional or local plans and updating land use planning instruments and building codes;
4. projects that build the capacity and capability of businesses, community sector organisations and/or at-risk communities to improve their preparedness and resilience to the impacts of future disasters; and/or
5. projects that enable and incentivise private investment in disaster risk reduction.

Stream Two examples⁴ might include, but are not limited to: the establishment of jurisdiction-wide hazard based information systems, updating state and/or creating local government hazard resilience strategies, hazard research to assist states and developers eliminate inappropriate land sources ahead of construction, and supporting community sector organisations to develop systems, train staff or have materials in place prior to the impact of a natural hazard.

Applicants are able to deliver a project that encompasses one or more eligible activity types.

4.4 Eligible locations

Projects **must** be delivered within the Applicant’s respective jurisdiction/s or area of operation. Areas of operation may include a multi-jurisdictional project. Applicants may partner with one another and deliver projects across multiple jurisdictions with the lead jurisdiction specifying how they will split the funds.

⁴ These are examples only. Applicants are encouraged to explore the full range of options available to them, including developing innovative solutions against each of the five activity types under Stream Two.

5 What Commonwealth funding can be used for

Applicants can only spend the Commonwealth's funding on eligible expenditure incurred on eligible project activities, for eligible hazard types.

To be classified as eligible expenditure, the expenditure must:

- be a direct cost of the project; and
- be incurred by the Applicant (inclusive of implementing partners) between the project start date and end date, as nominated in the Schedules (required for audit purposes).

5.1 Eligible expenditure

Eligible expenditure refers to costs directly associated with delivering either an eligible activity which the Commonwealth has agreed to provide financial assistance for under the DRF or a matter that is incidental or ancillary to the agreed activity. This could include, for example:

- construction and/or procurement of materials, including supply costs, in order to deliver the project;
- staff (incl. contractor and consultancy) salaries and on-costs, including administration costs such as training, utilities and travel that are directly attributed to the provision of the project;
- writing, reporting, consultation and engagement costs insofar as they are directly relevant to the delivery of the project;
- upgrading of existing materials and assets so long as the upgrades meet the intent of the DRF Objectives (see section 2.2);
- community engagement and communications initiatives directly related to the delivery of the project; and/or
- the development of the Implementation Plan (see section 13.2) up to and not more than \$50,000 (per jurisdiction, encompassing all project proposals).

Contingency costs to account for unforeseen financial circumstances, such as increased labour and supply costs, can be included and should be factored into proposals by Applicants. These costs should be detailed in an Applicant's budget for each application, and be commensurate with the size and complexity of the proposed project.

5.2 Ineligible expenditure

Applicants cannot spend the Commonwealth's funding on ineligible expenditure incurred, including:

- projects that have already received full funding or a commitment of full funding, including projects that have received funding from another source for the same purpose, as articulated in the application (i.e. 'double-dipping');
- wages that are not related to the direct delivery of the funded activities;
- road infrastructure works that does not have the primary purpose of reducing community exposure to risk, harm and/or severity of a natural hazard's impacts;
- road maintenance;
- retrospective costs, including costs incurred by the Applicant and/or implementation partners prior to the endorsement of the Implementation Plan;
- costs incurred in the preparation of an application, other than costs incurred to complete and submit the Implementation Plan (see section 13.2);
- activities conducted outside of Australia;
- subsidy of general ongoing administration of an organisation;
- overseas travel;
- interstate travel, where that interstate travel is not undertaken as part of a multi-jurisdictional project (see section 4.3); and
- the introduction of plants, animals or other biological agents known to be, or that could become, environmental or agricultural weeds and pests.

The Program Delegate will make the final decision on ineligible expenditure. If the Applicant is in doubt they should email disaster.ready@nema.gov.au.

The Agency will **not** support proposals which include activities with the potential to adversely impact on a matter of national environmental significance, including but not limited to activities which fail to be approved under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).

An Applicant may elect to commence its project from the date the Agency notifies the Applicant that its application for that project is successful. However, the Commonwealth is not responsible for any expenditure that Applicants (including implementing partners) incur, until

such time as the Implementation Plan is endorsed. The Commonwealth will not be liable, and should not be held as being liable, for any activities undertaken before the Implementation Plan is endorsed, other than part of the costs incurred by the Applicant to complete and submit their Implementation Plan (see section 13.2). If in doubt, please discuss with the Agency before incurring expenditure.

6 Co-contributions

Applicants must contribute at least 50 per cent of eligible project expenditure towards each project. Co-contribution costs can include, but are not limited to:

- a direct (cash) funding contribution provided at the time of project commencement;
- funds the Applicant has already invested in a program or project on or any time after 1 July 2019, and only where the Commonwealth's contribution from the DRF is expected to extend or enhance that program or project subject to alignment with the DRF Objectives (see section 2.2). The Commonwealth will not fund project cost overruns;
- any costs associated with the Applicant's delivery of the project, for example construction or project delivery; and
- other in-kind costs, such as wages directly attributable to the delivery of the project, and/or supplies, materials, and specific equipment required to execute the project.

Commonwealth funding from any source (including historical) cannot be used by an Applicant to cover their co-contribution, either fully or in-part.

6.1 In-principle co-contributions

Applicants are permitted to provide an in-principle co-contribution (i.e. a co-contribution pending formal approval) when submitting the application, while the Applicant goes through formal internal governmental approval processes to secure the formal (actual) co-contribution. Applicants must be able to commit to the formal co-contribution prior to the signing of Funding Agreements (see section 11.1). If an in-principle co-contribution does not result in the actual co-contribution prior to the signing of Funding Agreements, the Minister may withdraw the Commonwealth's offer of funding for the project/s.

6.2 Requests for co-contribution waivers or co-contribution reductions

Applicants are expected to provide co-contributions. Requests for waivers or co-contribution reductions will only be considered in rare and exceptional circumstances at the discretion of the Program Delegate. Recent natural disasters or high recent disaster expenditure will not qualify as exceptional circumstances.

Applicants should discuss any proposed waivers or reductions by emailing disaster.ready@nema.gov.au before submitting an application.

The Program Delegate reserves the right to request additional information (including a business case) from the Applicant in considering any requests.

The Program Delegate will make a recommendation to the Minister, as the final decision-maker, in the final assessment report as to whether exceptional circumstances apply.

If the Program Delegate considers the additional information (including business case) to be insufficient, the project application will be deemed ineligible and there will be no opportunity to resubmit the project application in the same funding round.

The Minister will be the final decision-maker on the request for waivers or reductions, and may review decisions on exceptional circumstances, as required on a case-by-case basis.

7 Arrangements for Funding Round 1 (2023-24)

Applicants can only apply for funding allocated in 2023-24.

The first funding round under the DRF will support an initial tranche of projects and form an iterative approach to delivering project funding that will inform subsequent funding rounds.

The Minister reserves the right to open subsequent funding rounds in any financial year. The decision to open subsequent funding rounds is a matter for the Australian Government.

7.1 Funding per project, per application

There is no minimum or maximum amounts of Commonwealth funding per project, within the total allocated for 2023-24 of up to \$200 million. There is no limit to the number of project applications an Applicant may submit.

Each Applicant will be allocated a baseline funding allocation of \$7.5 million under Round 1, to support equitable distribution.⁵ Projects will still need to meet all eligibility requirements and achieve a minimum rating of ‘suitable’ to secure baseline funding allocations (see sections 4, 5 and 6). If Applicants submit applications with a cumulative total project value of less than \$7.5 million for all applications (including where the projects found suitable carry a total project value of less than \$7.5 million), any residual funding will be reallocated. The Panel will have discretion not to recommend the baseline funding allocation, if it would undermine value for money considerations or DRF objectives.

7.2 Project period

The maximum project period is three (3) years from the Agency’s written endorsement of the Implementation Plans completed by the Applicant/s after Schedule(s) have been signed.

7.3 Application timelines

Applicants will be given from Tuesday 10 January 2023 to 5.00pm AEDT Monday 6 March 2023 to submit applications for the DRF in 2023-24.

Table 1 – Key Dates

Item	Date
Applications Open	Tuesday 10 January 2023
Applications Close	Monday 6 March 2023
Relevant Ministerial Endorsement Due	Friday 17 March 2023
Announcements Made	From May 2023

⁵ The baseline funding allocation for an Applicant’s total set of proposals under Round One. The baseline amount is *not* per project. The baseline funding allocation is only the Commonwealth’s component of funding, and does not include a state and territory’s co-contribution.

The above timeline is provided as a guide only and subject to change.

8 Selection Criteria

Applicants **must** address all three of the following selection criteria for each project application.

8.1 Criterion One – project details

Weighted 40 per cent (i.e. scored out of 0 to 40)

Your response **must** include statements on:

- the level(s) of disaster risk prior to and upon conclusion of the proposed project;
- how the project will deliver lasting benefits and enable adaptation to future climate and disaster impacts; and
- how the project will avoid and manage the potential for maladaptation (including any potentially negative social, environmental or economic outcomes).

8.2 Criterion Two – the likelihood of project success

Weighted 30 per cent (i.e. scored out of 0 to 30)

Your response **must** include evidence of:

- capacity to complete the project in adherence with relevant industry and legislative standards;
- capability (including previous experience in undertaking similar scale projects), including confirmation of the ability to deliver this project within the agreed maximum three (3) year timeframes; and
- value for money.

⁶ Subject to the joint-signing of Schedules

8.3 Criterion Three – alignment with existing plans and strategies

Weighted 30 per cent (i.e. scored out of 0 to 30)

Your response **must** include:

- detail on the extent to which the project meets the DRF Objectives (see section 2.2);
- evidence the project is supported by local government[s] and/or relevant communities, including First Nations stakeholders where relevant;
- detail on how the project aligns with any existing state, territory or local government disaster risk reduction policies, risk assessments; and
- detail regarding why this project is not able to be funded through other potentially more appropriate sources.

9 Attachments

9.1 Required Attachments

Applicants are **required** to provide the following **two (2)** attachments for each project, at the time of submission. Failure to provide this information may result in the application not being recommended for funding:

1. A Project Logic
2. An Indicative Budget, including co-contribution details

Templates will be provided for the Project Logic and the Indicative Budget as part of the online application form.

Applicants will be required to submit additional items for successful projects as part of an Implementation Plan after the signing of Schedules occurs (see section 13.2).

9.2 Ministerial endorsement

The Applicant **must** provide written endorsement (i.e. agreement in writing) from the relevant minister(s)⁷ in that state or territory (ministerial endorsement). Ministerial endorsement **should** include the titles of each of the projects submitted, for ease of reference.

Relevant ministerial endorsements *can* be submitted at the time of application, but *must* be submitted by email to disaster.ready@nema.gov.au by no later than 5.00pm AEDT Friday 17 March 2023 (i.e. two weeks after the close of applications). Any additional extensions to provide ministerial endorsement must be sought in writing by no later than 5.00pm AEDT Friday 17 March 2023. Any decision to grant additional extensions for this endorsement beyond Friday 17 March 2023 are the discretion of the Program Delegate.

9.3 Optional Attachments

Applicants may provide up to five (5) additional attachments they believe support their applications. This may include further information about the proposed project and any strategies or policies the proposed project may relate to. The maximum file size in the application form is 20 megabytes per file.

10 Review and Assessment Process

10.1 Review of eligibility

An initial eligibility check will be undertaken by the Agency's Pre-Assessment Review Team. Any applications that do not meet all the eligibility criteria may be excluded from further consideration in accordance with Section 4.

10.2 Who will assess applications?

The Agency will establish and chair a DRF Assessment Panel (**Panel**), comprising members agreed by the Program Delegate.

⁷ The Agency considers the relevant minister to be the minister with portfolio responsibility for the agency charged with coordinating and submitting applications on behalf of that state or territory (the lead agency). See section 3.2 of these DRF Guidelines.

Panel members may be drawn from relevant Commonwealth agencies including but not limited to:

- Australian Climate Service;
- Bureau of Meteorology;
- CSIRO;
- Department of Agriculture, Fisheries and Forestry;
- Department of Climate Change, Energy, the Environment and Water;
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts;
- Department of Home Affairs; and
- the Agency.

Panel members may also be drawn from non-Commonwealth entities where conflict of interest is managed.

The Agency may seek advice from Commonwealth agencies and non-Commonwealth entities where that advice would support the Panel in its deliberations, in advance of the Panel's meetings.

Based on advice from the Panel, the Agency's Coordinator-General will recommend projects to the Minister for funding approval. The Coordinator-General may delegate to a Commonwealth Official the responsibility to make recommendations to the Minister regarding any funding allocations to projects under the DRF, in accordance with the DRF Act. This includes delegating decisions to the Program Delegate.

The Minister may take into account other advice or considerations in making a final determination on successful projects.

The Minister is the final decision maker.

10.3 Assessment of applications

The Panel will consider eligible responses (refer Section 4) against the three selection criteria for each application individually (Section 8), culminating with each application receiving an

overall rating in accordance with Table 2 below. Ratings will be based on a total score out of 100, and applications will be ranked.

Table 2 – Application rating matrix

Rating Title	Description
<p>Highly Suitable</p> <p>Score of 80 or above, out of 100 overall.</p>	<p>An excellent quality application addressing each of the selection criteria comprehensively. The case is clearly articulated with well-defined objectives and a strong data driven evidence base. Reliable and convincing evidence has been provided. Some risks may be present, but are minor and can be managed.</p>
<p>Suitable</p> <p>Score of 50 or above, up to less than 80 overall.</p>	<p>A satisfactory quality response with data and analysis that is reliable and relevant, addressing key information in the selection criteria. Logical reasons that indicate why the project will have a positive impact for identified communities. Some risks may be present, but are moderate and can be managed.</p>
<p>Not Recommended</p> <p>Score of less than 50 overall.</p>	<p>An unsatisfactory response with uncertainty as to the project’s feasibility, including inadequate links to the DRF’s Objectives and value for money considerations. May contain risks that prevent the project from succeeding.</p>

In assessing each application, the Panel will give specific consideration to:

- the relative merit of the project, including how well the project delivers against the DRF’s objectives;
- whether the project provides value with relevant money, including but not limited to whether the project will prevent or mitigate the degree of impacts relating to cascading and systemic risks.
- the extent to which the project aligns with the intent of the National Disaster Risk Reduction Framework’s (NDRRF);
- the relative priority of the project for the Applicant (i.e. the ranking applied to the project by the Applicant);

- whether the project can commence quickly and is of tangible benefit to the community
- the extent to which Applicants have consulted with, and have buy-in from, affected community stakeholders including relevant local government/s and First Nations communities; and
- any national interest, financial, legal, regulatory, governance or other issue or risk that is identified during any due diligence processes conducted in respect of the project.

The Panel may give consideration to equity with respect to the types of projects and the appropriateness of the geographic and thematic split of projects, in acknowledgement that the DRF is national in scope with a variety of project activity types, and has an annual funding allocation. ‘Equity’ does not mean an equal split of funding. Where necessary, the Panel may seek additional information from Applicants to substantiate claims.

Noting the annual funding allocation (up to \$200 million for Commonwealth funding), the Panel may recommend partial funding where required for projects.

The Panel reserves the right to batch the assessment of applications by activity type, hazard type or by Applicant.

10.4 Who will approve DRF funding?

In accordance with the DRF Act, the Minister is responsible for deciding which projects to fund. In making these decisions, the Minister may take into account the findings of the Panel, in conjunction with any other advice or recommendations provided by the Agency.

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

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

Projects may be approved for full or part funding from the DRF. Any funding shortfall either due to the funding approved or by the budget being exceeded during the life of the project is the responsibility of that Applicant. Successful Applicants may request in writing a reduction in scope for a project in the event only part funding is approved (see section 11.3).

10.5 Announcement and notification of application outcomes

The Agency will advise Applicants of the outcomes of their applications in writing. Written feedback will be provided upon request.

The Minister will make the first announcement about successful projects, and may undertake announcements in a staged approach across jurisdictions, recognising that certain applications may be more technical in nature and require more comprehensive validation as part of the assessment process.

11 Successful applications

11.1 The Funding Agreement

Successful Applicants must enter into a funding agreement with the Commonwealth.

Following the Minister's decision, and after Applicants have been notified of the Minister's decision on projects to be funded and the quantum of funding allocated, Schedules will be developed under the [Federation Funding Agreement - Environment](#) between the Commonwealth and each relevant state or territory government (the **Funding Agreement** or **Schedule**).

The Schedule will detail the project delivery, reporting and milestone requirements, and other relevant considerations. States and territories who are successful will be consulted on the detail in the Audit and Reporting Framework ahead of the signing of the Schedule.

The Schedule must be finalised before any payments are made. The Agency is not responsible for any expenditure incurred until the Funding Agreement (Schedule) is finalised and executed. If Applicants choose to start their projects before they have an executed Funding Agreement (Schedule), they do so at their own risk.

11.2 Multicultural Access and Equity

The Australian Government's Multicultural Access and Equity Policy obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (**CALD**) backgrounds.

Applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into project applications.

11.3 How we pay the funding

The Schedule will state:

- the total funding amount to be paid, exclusive of GST;
- any financial contributions jurisdictions must make;
- any in-kind contributions jurisdictions will make; and
- any financial contribution to be provided by a third party.

Once the Schedule has been finalised, the Commonwealth Department of Treasury will transfer the funding allocation as a single payment through the normal monthly payment mechanisms. Successful Applicants will be required to report how the funding has been spent in accordance with the reporting milestones outlined in the Schedule.

The Minister has the authority to agree amendments to Schedules, project scope and project timeframes, where requested in writing by the responsible state or territory minister. This may include agreement to extending project timeframes beyond three years where the Minister considers that there are reasonable grounds, or reducing the scope of works in the event only partial funding is offered or costs unexpectedly exceed the indicative budget at the time of application. The Minister may choose to delegate authority to amend project scope and project timeframes to the Program Delegate where the matter/s have no financial impacts. The Minister will have complete discretion to accept or refuse amendments to the Schedule as proposed by successful Applicants.

12 Announcement of successful applications

If successful, the project and approved funding amount will be listed on the Agency website (www.nema.gov.au). The Minister for Emergency Management will make the first

announcement about successful projects. An Applicant may request to have this announcement managed jointly with the Commonwealth.

Separately, the Agency will publish a report once per year (annual report) that details financial decisions made in the previous financial year. The annual report will include, but not be limited to, amounts paid and payable under grants and/or other arrangements as well as the names of Applicants (recipients) for both successful and unsuccessful projects. Applicants responsible for unsuccessful projects will be given the opportunity to opt out of having their details (including project details) published in the annual report.

13 Monitoring and evaluation of projects

13.1 Keeping us informed

Applicants **must** let the Agency know if anything is likely to affect their funded projects as soon as possible.

The Agency needs to know of any key changes to organisations or business activities, particularly if they affect the successful Applicant's ability to fulfil the terms of the Funding Agreement, carry on business and pay debts due.

If Applicants become aware of a breach of terms and conditions under the Schedule, they **must** contact the Agency immediately.

Applicants **must** notify the Agency in a timely manner of events relating to their projects and provide an opportunity for the Minister or their representative to attend.

13.2 Reporting

The Agency will establish an Audit and Reporting Framework for DRF projects.

The objectives of the Audit and Reporting Framework are to:

- provide the Agency with reasonable assurance regarding implementation of each successful Applicant's projects;
- provide the Agency with reasonable assurance regarding the successful Applicant's expenditure included in the Financial Statement Form;
- inform the Agency's biannual reporting through interim and performance reporting; and

- direct successful Applicants to engage the services of an appointed auditor to undertake the assurance activities.

Applicants who receive funding for projects under the DRF will be required to provide the below reports. Due dates for the reports will be stated in the Schedule.

1. Implementation Plan for each project – which will require:

- a) a project management plan including details on implementation timeframe milestones, a comprehensive itemised budget, risk and risk management/mitigation strategies and project monitoring; and
- b) documentary evidence of consultation with the community, including local government, First Nations communities and any other relevant (impacted) stakeholders.

The Implementation Plan/s must be provided to the Agency **as soon as possible, but no later than three months after the commencement of the Schedule** unless otherwise agreed by the Commonwealth. Formal commencement of project/s cannot occur until the Agency has endorsed the Implementation Plan, in writing.

2. A Performance Report encompassing all successful projects – which includes progress against agreed project milestones, outcomes and detailed expenditure as outlined in the Implementation Plan. The first Performance Report should be submitted three months after Commonwealth approval/endorsement of the Implementation Plan and then every three months thereafter until the completion of all projects under the Schedule.

3. A Final Report encompassing all successful projects – which must identify if and how outcomes have been achieved and identify the total eligible expenditure incurred and submitted no later than six months from the date that the project was completed.

4. An Audit Report encompassing all successful projects of all actual project expenditure for each project, at the end of each project. These reports must be completed by an appointed auditor and submitted no later than six months from the end of the financial year in which the project was completed.

- a) The audit must comply with the requirements of ASA 800 Special Considerations-Audits of Financial Reports Prepared in Accordance with Special Purpose Frameworks. The auditor’s opinion is to be based on the indicative total actual expenditure that the successful Applicant has set out in

the Final Report. The audit report must cover the total actual costs of the project, including any additional costs incurred against the project above the estimated project cost. Where more than one project has been completed within the same financial year the appointed auditor may report on all applicable projects within a single report.

Important notes regarding financial expenditure

- Successful Applicants **must** keep an accurate audit trail for **seven (7)** years from the date the Audit Report is accepted by the Agency. This must include written records that correctly record and explain expenditure claimed for all eligible measures against the Schedule.
- In the event where efficiencies or overspends are identified, successful Applicants will need to outline the jurisdiction's approach for determining how to reallocate funds. Section 20 of the *Federal Financial Relations Act 2009* (Cth) and subsection 21(4) of the DRF Act provides the Agency with discretion to determine that a successful Applicant repay DRF funding to the Agency where the successful Applicant does not meet a condition of the relevant agreement (see section 11).
- The Agency will determine whether an amount should be repaid, and if so, how much should be repaid, with regard to the circumstances of each individual matter. The agreement will set out the circumstances in which the successful Applicant must repay amounts to the Agency (see section 11).

13.3 Financial declaration

The Agency may ask successful Applicants to provide a declaration that the funding was spent in accordance with the Funding Agreement and to report on any underspends of the funding.

13.4 Project visits

The Agency may visit Applicants during, or at the completion of, their project(s). The Agency will provide successful Applicants with reasonable notice of any visit.

13.5 Evaluation

The Agency will establish a Monitoring and Evaluation Framework to evaluate the DRF to measure how well the outcomes and objectives of the projects have been achieved to ensure iterative and adaptive learning, informing future Australian Government actions.

As part of the Monitoring and Evaluation Framework, the Agency will initiate an internal evaluation of the DRF upon the conclusion of each Funding Round. As part of the internal evaluation, the Agency may:

- use information from applications and Reporting (see section 13.2); and
- interview successful Applicants, including downstream partners and local governments.

The Australia-New Zealand Emergency Management Committee (**ANZEMC**), as the peak government committee responsible for emergency management will be given the opportunity to participate in the internal evaluation.

13.6 Acknowledgement

The Agency logo should be used on all public materials related to all projects funded under the DRF. If successful Applicants make a public statement about a project funded under the DRF, the Agency requires them to acknowledge the funding by using the following:

‘This [name of project] received funding from the Australian Government.’

Successful Applicants should nominate a point of contact to liaise with the Commonwealth on any media or announcements relating to the DRF. Successful Applicants should notify the Agency and the Minister of Emergency Management’s Office regarding any planned announcements relating to the DRF and each project.

First announcements relating to individual projects must be managed jointly with the Commonwealth (see Section 12).

14 Probity and Privacy

The Australian Government is committed to ensuring that application assessment and selection processes under the DRF are fair, performed according to these DRF Guidelines, incorporate appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and are otherwise consistent with relevant legislation.

These DRF Guidelines may be updated from time-to-time by the Agency. When this happens the revised guidelines will be published on the Agency's website at <http://www.nema.gov.au>. Applicants will be advised in writing of changes to the Guidelines within 10 business days of the changes having been approved by the Minister.

For the purposes of transparency, the annual report will include details of unsuccessful projects (see Section 12). Applicants will be provided the opportunity to opt out of having their details (including project details) published.

14.1 Enquiries and feedback

The Agency's complaints procedures are published on the Department of Home Affairs (**Home Affairs**) website: <https://www.homeaffairs.gov.au/help-and-support/departamental-forms/online-forms/complaints-compliments-and-suggestions>. These procedures apply to complaints about the DRF. All complaints about a grant process must be provided in writing.

Any questions Applicants have about decisions under the DRF should be sent to the Agency at disaster.ready@nema.gov.au.

If Applicants do not agree with the way their complaint is handled, they may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Agency.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

14.2 Conflicts of interest

Any conflicts of interest could affect the performance or integrity of the DRF. There may be an actual, potential or perceived conflict of interest if Agency staff, members of a committee (including the Panel) or advisor thereof and/or Applicants if their personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government official or member of an external committee (including the Panel);
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict an applicant from carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives some form of benefit (for example, funding) under the DRF.

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If Applicants later identify an actual, potential or perceived conflict of interest, they must inform the Agency in writing immediately at disaster.ready@nema.gov.au.

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

14.3 Privacy

The Agency treats personal information according to the [Privacy Act 1988 \(Cth\)](#) and the [Australian Privacy Principles](#). This includes letting Applicants know:

- what personal information we collect;
- why we collect personal information;
- how we use personal information; and
- who we give personal information to and why.

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

The Australian Government may also use and disclose information about funding Applicants and recipients under the DRF as part of any other Australian Government business or function. This includes disclosing grant information on the Agency website as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

As part of the application, Applicants must declare their ability to comply with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles, as if they were an agency for the purposes of that Act and impose the same privacy obligations on officers, employees, agents and subcontractors that they engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Applicants must not do anything, which if done by the Agency would breach an Australian Privacy Principle as defined in the Act.

14.4 Confidential Information

Other than any information available in the public domain, Applicants agree not to disclose to any person, other than the Agency, any confidential information relating to the DRF, without the Agency's prior written approval. The obligation will not be breached where Applicants are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Agency may, at any time, require Applicants to arrange for Applicants' employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

The Agency will keep any information in connection with the Funding Agreement confidential to the extent that the Agency is satisfied it meets all of the three conditions below:

1. The Applicant has clearly identified the information as confidential in the application and explain why the Agency should treat it as confidential;
2. the information is commercially sensitive; and
3. revealing the information would cause unreasonable harm to the Applicant or someone else.

The Agency will not be in breach of any confidentiality obligation if the information is disclosed to:

- the Panel and other Commonwealth employees and contractors to help the Agency administer or manage the DRF effectively;
- employees and contractors of the Agency so the Agency can research, assess, monitor and analyse its programs and activities;
- employees and contractors of other Commonwealth agencies for any purpose, including government administration, research or service delivery;
- other Commonwealth, state, territory or local government agencies in DRF reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; or
- a House or a Committee of the Australian Parliament.

14.5 Freedom of information

All documents in the possession of the Australian Government, including those about the DRF, may be subject to the [Freedom of Information Act 1982 \(Cth\)](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

By mail: Freedom of Information Coordinator

National Emergency Management Agency
PO Box 6500
Canberra ACT 2602

By email: FOI@nema.gov.au

15 Glossary

Term	Definition
Adaptation	The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate or avoid harm or exploit beneficial opportunities. In some natural systems, human intervention may facilitate adjustment to expected climate and its effects. Includes adaptation for hazards, vulnerability, exposure risk and capacity to respond to natural hazards.
Administration costs	The administration costs associated with managing a successful project under the Program, will fall to the Applicant to manage. These costs may form part of the application for funding and could include costs such as training, utilities and travel, so long as they can be directly attributed to the provision of the project.
Agency	The National Emergency Management Agency, which has responsibility for administering the Program.
Applicant	Australian state or territory governments, applying for funding under the Program.
Application	The form and accompanying documentation that must be completed by an Applicant seeking funding under the Program.
Application cover sheet	The coversheet which is submitted by each applicant and which encompasses all project proposals for which the Applicant is applying for funding. The Agency may only accept one overarching cover sheet per Applicant.
At-risk communities	Communities which are disproportionately affected by the impacts of a disaster. This could be, but isn't limited to, communities in an area at high-risk of a future disaster, have greater exposure to disasters due to climate change, or have higher vulnerability to disasters which may include Aboriginal and Torres Strait Islander communities, Culturally and Linguistically Diverse communities, persons with disability, individuals over the age of 65, and communities in low socio-economic status environments.

Term	Definition
Audit report	The audit report required to be undertaken against actual (not estimated) project costs at the end of each project. The audit report must be completed by an appointed auditor. The audit report must comply with the requirements of ASA 800 Special Considerations-Audits of Financial Reports Prepared in Accordance with Special Purpose Frameworks.
Bilateral Agreement	For states and territories, a Schedule under the Federation Funding Agreement – Environment, to which only the Commonwealth and the relevant state or territory government are parties for the purposes of the Program.
Cascading and systemic risks	A set of systemic risks that stem from the consequence of the direct impact of a hazard – materializing as a chain, or cascade, of impacts. Cascading and systemic risks are often compounding and impact a whole system, including people, infrastructure, the economy, societal systems and ecosystems
Climate risk-informed actions	Actions which guide decision makers to develop effective solutions under conditions of future climate uncertainty.
Council of Australian Governments (COAG)	Primary Australian intergovernmental forum operating from 1992 to 2020.
Commencement date	The expected start date for the project. Also known as the project start date.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (Cth).
Completion date	The expected date that the project must be completed. Also known as the project end date.
Coordinator-General	The Head of the National Emergency Management Agency.
Date of effect	The date on which a Funding Agreement is signed by both parties or a specified starting date.
Decision maker	The person who makes a decision to award funding. The <i>Disaster Ready Fund Act 2019</i> (Cth) mandates the decision maker for funding as the Commonwealth Minister responsible for emergency management.

Term	Definition
Disaster Ready Fund	<p>The Disaster Ready Fund (DRF) is provided for under the <i>Disaster Ready Fund Act 2019</i> (Cth), with operational guidance provided in the Disaster Ready Fund Program Guidelines (DRF Guidelines).</p> <p>The DRF makes available up to \$200 million annually to build resilience to, prepare for, or reduce the risk of future disasters, or build the long-term sustainability of communities that are at risk of being affected by a future disaster.</p>
<i>Disaster Ready Fund Act 2019</i> (Cth) (the DRF Act)	The legislation that will established the Disaster Ready Fund, which will begin formal operation from 1 July 2023.
Disaster Recovery Funding Arrangements 2018	The arrangements under which the Australian Government provides financial assistance to state and territory governments to assist relief and recovery activities following an eligible disaster.
Disaster risk	The potential loss of life, injury, or destroyed or damaged assets caused by a disaster, which could occur to a system, society or a community.
Disaster Risk Reduction	Disaster risk reduction is aimed at preventing new disasters, reducing existing disaster risk and managing residual disaster risk, all of which contribute to strengthening resilience and therefore work toward the achievement of sustainable development.
Eligibility criteria	The mandatory criteria which must be met to qualify for funding under the Program. Selection criteria applies in addition to eligibility criteria.
Federation Funding Agreements (FFA) Framework	The FFA Framework can be conceived as comprising five elements: the Intergovernmental Agreement on Federal Financial Relations (IGA FFR); the Council on Federal Financial Relations (CFFR) and its role as gatekeeper; the FFA architecture; the FFA Principles; and the administrative arrangements.
Federation Funding Agreement – Environment	An agreement between the Commonwealth of Australia and the states and territories.
First Nations organisation	An entity that is 50 per cent or more Indigenous owned. It may take the form of an Aboriginal Land Council, a Prescribed Body Corporate, a community services organisation, or similar.
Formal (actual) co-contributions	A co-contribution which has gone through the formal internal governmental approval process for securing funding.

Term	Definition
Funding Agreement	The agreement that sets out the relationship between the parties to the agreement, and specifies the details of the funding.
Funding Shortfall	Project funding required that exceeds the funding allocated to a project under the Program. A funding shortfall will not be met by the Commonwealth and is the responsibility of the Applicant.
Green-Blue Infrastructure	For the purposes of this Program, Green-Blue Infrastructure is infrastructure reduces risk of hazards for a particular community or communities, by delivering a strategically planned network of natural and semi-natural areas with other environmental features designed and managed to deliver a wide range of ecosystem services. It incorporates green spaces (or blue if aquatic ecosystems are concerned) and other physical features in terrestrial (including coastal) and marine areas. This includes, for example but not limited to, mangrove reforestation, greenways along floodplains or nature planning for heat management.
Grey Infrastructure	For the purposes of this Program, Grey Infrastructure involves engineered assets that reduce the risk of hazards for a particular community or communities. This includes for example but not limited to levies or cyclone shelters.
Head Agreement	The Federation Funding Agreement – Environment.
In-principle co-contributions	Co-contributions which are pending formal approval from the internal governmental approval process for securing funding. Where an in-principle co-contribution does not result in the actual co-contribution prior to the signing of FFA Schedules, the Minister may withdraw the Commonwealth’s offer of support for the relevant project/s.
Maladaptation	Where intervention in one location or sector could increase the vulnerability of another location or sector, or increase the vulnerability of the target group to future climate change.
Minister	The Commonwealth Minister for Emergency Management.

Term	Definition
Minister for Emergency Management	The Minister whose title includes “Emergency Management”—that Minister; or otherwise—the Minister declared by the Prime Minister, by notifiable instrument, to be the Minister for Emergency Management for the purposes of the <i>Disaster Ready Fund Act 2019</i> (Cth).
Natural Disaster	A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic or environmental losses and impacts (National Disaster Risk Reduction Framework). As predicated by a Natural Hazard.
National Disaster Risk Reduction Framework (NDRRF)	Developed by the Australian Government and endorsed at the Council of Australian Governments meeting held on 13 March 2020, the Framework outlines the strategic priorities, drivers for action and guiding principles for national disaster risk reduction activities. It sets out the foundational work required nationally across all sectors, to reduce disaster risk, minimise new disaster risk, and deliver better climate and disaster risk information.
National Emergency Management Agency (NEMA)	Referred to in this Program Guidelines as ‘the Agency’. NEMA is the Commonwealth Agency with responsibility for preparing for and coordinating the Australian Government’s response to disasters, across all hazards.
Nature-based solutions	Actions to protect, sustainably manage and restore natural or modified ecosystems that address societal challenges effectively and adaptively, simultaneously providing human well-being and biodiversity benefits. In the context of this Program, nature-based solutions refers to actions to protect, sustainably manage, conserve and restore natural or modified ecosystems to reduce disaster risk, with the aim to achieve sustainable and resilient development.
Natural hazard	A natural process or phenomenon that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation.
Place-based focus	Projects with a focus on practical on the ground impacts in one or more local government areas that align with Program Objectives.

Term	Definition
Program	The ‘Program’ is the Disaster Ready Fund (DRF), administered by the Agency.
Program Delegate	A manager within the Agency with the responsibility for the program. The Program Delegate for the program is the Agency’s Assistant Coordinator General, Resilience and Community Programs Branch.
Outcome Notification	The Commonwealth decision notification provided to an Applicant jurisdiction; notifies the applicant of projects to be funded under the Program and the amount of Commonwealth funding allocated to each.
Start Date	Date on which a Bilateral Agreement or Schedule under the FFA – Environment has been signed by both the Commonwealth and a jurisdiction.
End Date	Date a Bilateral Agreement expires between the Commonwealth and a state or territory. This is taken to occur when all performance reporting and final milestone payments for all Projects funded within a jurisdiction have been satisfied.
DRF Assessment Panel (Panel)	The expert panel established to ensure the success of the DRF through impartial assessment of applications against the assessment criteria and development of evidence-based recommendations for the Minister.
Scaling / Scope	Process to reconfigure a successful project that can no longer be delivered to the outcomes agreed in the relevant Bilateral Agreement under the FFA – Environment. This requires a business case submitted to Agency for review and agreement.
Project	A single project for which an Applicant seeks funding under the Program; submitted with other projects as part of a single comprehensive state or territory application.
Project application	The individual project applications contained under the overarching application cover sheet which contains supporting documentation for the project. Which is submitted via the online application form.
Project proposals	The details of what the projects are which are contained under the overarching application coversheet and for which and Applicant is making a project application.
Publicly-funded research organisation	Publicly-funded research organisations such as universities or the Commonwealth Scientific and Industrial Research Organisation (CSIRO)
Recipient	A state or territory government allocated program funding for a project or projects under this Program.

Term	Definition
Resilience	The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.
Schedules	Agreements under the FFA – Environment.
Sector/s	All sectors of society including government, industries, business, not-for-profit, communities and individuals.
Selection criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of the Program, to determine application rankings.
Selection process	The method used to select projects to fund under the Program in accordance with these Guidelines.
State Appointed Auditor	An auditor appointed and funded by a jurisdiction to conduct audit and assurance activities as prescribed in the relevant Bilateral Agreement.
Unspent Funds	Funds remaining from the actual cost of a project under the Program, which, at project completion as per the relevant Bilateral Agreement, have not been transferred to a third party account.

Term	Definition
Value for money	<p>Value for money in this document refers to ‘value with relevant money’ which is a judgement based on the application representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>Assessing value with relevant money involves consideration of when administering the Program, an official should consider the relevant financial and non-financial costs and benefits of each project proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the project proposal in contributing to and achieving Program government objectives; • that the absence of funding is likely to prevent the applicant’s and Australian Government’s outcomes being achieved; and • any relevant risks to the Agency, for example, arising from the applicant’s relevant experience and performance history.
Vulnerability	<p>The conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, community, assets or systems to the impacts of hazards.</p>
Vulnerable cohorts	<p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander communities; • Culturally and Linguistically Diverse (CALD) communities; • migrant and refugee communities; • people with a disability; • LGBTQIA+ community; • children and young people; • people over the age of 65; and • those experiencing homelessness, unemployment or poverty.