



**Australian Government**  
**Attorney-General's Department**

**Civil Law Division**

11/3589

20 May 2011

Justice C E Holmes  
Commissioner  
Queensland Floods Commission of Inquiry  
400 George Street  
BRISBANE QLD 4001

Dear Commissioner

**Queensland Floods Commission of Inquiry – Request by the Commissioner for information relevant to the Natural Disaster Resilience Program**

We refer to the hearing of the Commission of Inquiry on 29 April 2011 held in Toowoomba, Queensland. At that hearing, Counsel for the Commonwealth, Ms Fiona McLeod SC, undertook on behalf of the Commonwealth to provide you with a précis and information relevant to the Natural Disaster Resilience Program (NDRP).

Information on the NDRP and other relevant initiatives has been set out below, and additional information is provided in the documents attached.

**Natural Disaster Resilience Program**

The Natural Disaster Resilience Program (NDRP) is an amalgamation of a number of former mitigation programs. By integrating a number of existing emergency management grant programs, States and Territories have increased flexibility to effectively meet the requirements of local communities threatened by disaster, in the strategic context of their risk priorities.

The NDRP streamlines the administration of various programs to enable more strategic and targeted use of the funds available for activities that enhance disaster resilience. A key aim of the NDRP is to enhance Australia's resilience to natural disasters through mitigation works, measures and related activities that contribute to safer, sustainable communities better able to withstand the effects of disasters, particularly those arising from the impact of climate change.

The Program is administered as a partnership between the Australian Government, states and territories. States and territories provide the direct administration of the NDRP through a National Partnership Agreement (NPA) on Natural Disaster Resilience and their individual implementation plans. The National Partnership Agreement is **attached**.

Funding for projects is prioritised within states and territories in the context of their natural disaster risk priorities. This recognises that different jurisdictions have different priorities, and that these may change over time. Each state and territory directly administers projects funded under the NDRP and, when applications are called for, will ascertain eligibility for funding. Each state is required to submit an annual implementation plan to the Attorney-General.

The NPA, which is in effect until 30 June 2014, sets out agreed objectives, outcomes and outputs, but allows each state to meet them in a manner that best suits their circumstances. This is in accord with the Inter Governmental Agreement on Federal Financial Relations.

Under the NPA the Commonwealth provides specified annual funding and agrees to meet up to 50% of the cost of each state's implementation plan with the balance coming from the state or other partners.

The objectives, outputs and performance measures for the NDRP are shown in Queensland Implementation Plans for 2009 – 2010, and 2010 – 2011 which are **attached**.

The third round of the NDRP for Queensland was announced recently in a joint statement by the Commonwealth Attorney-General and the Queensland Minister for Emergency Services (media release at [http://www.ema.gov.au/www/ministers/mcclelland.nsf/Page/MediaReleases\\_2011\\_SecondQuarter\\_5May2011-ThirdRoundofDisasterResilienceProgramLaunched](http://www.ema.gov.au/www/ministers/mcclelland.nsf/Page/MediaReleases_2011_SecondQuarter_5May2011-ThirdRoundofDisasterResilienceProgramLaunched)).

### **National Flood Risk Advisory Group (NFRAG)**

The National Flood Risk Advisory Group (NFRAG) promotes national best practice in flood risk management. The NFRAG is a reference group of the National Emergency Management Committee (NEMC), the peak consultative forum at a national level for strategic emergency management issues, chaired by the Secretary of the Commonwealth Attorney-General's Department. The NFRAG comprises representatives from all levels of government, industry, and the research sector.

NFRAG seeks to strengthen national resilience to floods by providing strategic leadership and advice on flood management issues. This includes:

- Promotion of a nationally consistent flood risk management policy
- Provision of specialist expert advice to the NEMC in promoting community safety with respect to flooding and flood risk
- Identification and promotion of research needs, and
- Improving communications between flood emergency managers, flood risk managers, land use managers, and other stakeholders.

Further information on NFRAG is available at <http://www.ga.gov.au/hazards/governance/national-committees-hazards/national-flood-risk-advisory-group.html>.

**National Emergency Volunteer Support Fund**

Please also find **attached** information on the former National Emergency Volunteer Support Fund which ceased operation on 30 June 2010. From 2010-2011, funding for new projects supporting emergency management volunteers is available under the NDRP.

Please let us know if we can assist or clarify further any of the above matters.

Yours faithfully



Janette Dines  
Assistant/Secretary  
Civil Law Division

# NATIONAL PARTNERSHIP AGREEMENT FOR NATURAL DISASTER RECONSTRUCTION AND RECOVERY

Council of  
Australian  
Governments

An agreement between

- the **Commonwealth of Australia** and
- the **States and Territories**, being:
  - ◆ The State of Queensland

This Agreement will contribute to the reconstruction and recovery of communities affected by the 2010-11 floods and Tropical Cyclone Yasi.

# National Partnership Agreement for Natural Disaster Reconstruction and Recovery

## INTERGOVERNMENTAL AGREEMENT ON FEDERAL FINANCIAL RELATIONS

### PRELIMINARIES

1. This National Partnership Agreement (the Agreement) is created subject to the provisions of the [Intergovernmental Agreement on Federal Financial Relations](#) (IGA) and should be read in conjunction with that Agreement and its Schedules, which provide information in relation to performance reporting and payment arrangements.
2. Given the scale of the 2010-11 floods and Tropical Cyclone Yasi (Cyclone Yasi), and the significant costs as a result, the Commonwealth Government is providing support for reconstruction and recovery of the communities affected. This includes providing a \$2 billion advance payment to the Queensland Government under the Natural Disaster Relief and Recovery Arrangements (NDRRA), to be paid in the 2010-11 financial year against the Commonwealth's obligations under the NDRRA.
3. In entering this Agreement, the Commonwealth and the relevant States acknowledge that primary responsibility for the protection of life and property in response to a natural disaster lies with the States. The States also acknowledge the need to ensure that a strategic approach is taken to reconstruction and recovery efforts, incorporating the principles of local input, and leverage effort across all three tiers of government and the private and not-for-profit sectors.
4. The key mechanism for the Commonwealth to support the States following a natural disaster is the NDRRA. This Agreement is intended to further strengthen and complement the governance and accountability provisions of the NDRRA by setting out:
  - (a) the objectives and outcomes sought through reconstruction and recovery efforts;
  - (b) the governance arrangement for the Commonwealth and the States to work together in the reconstruction and recovery effort;
  - (c) the roles and responsibilities of the Parties, including the Australian Government Reconstruction Inspectorate, which is responsible for the oversight of the reconstruction and recovery effort; and
  - (d) the arrangements for both reporting on, and the auditing of the expenditure devoted to, the reconstruction and recovery effort.
5. This Agreement will be implemented consistently with the objectives and outcomes of all National Agreements and National Partnerships agreed by the Parties. In particular, the Parties are committed to addressing the issue of social inclusion, including responding to Indigenous disadvantage (for example, the reform commitments provided in the [National Indigenous Reform Agreement](#)) and those commitments are embodied in the objectives and outcomes of

this Agreement. This Agreement will also be implemented consistently with the National Strategy for Disaster Resilience agreed by the Parties.

## **PART 1 – FORMALITIES**

### **Parties to this Agreement**

6. This Agreement is between the Commonwealth of Australia (the Commonwealth) and Queensland, and any other State or Territory that becomes a party to the Agreement.

### **Term of the Agreement**

7. This Agreement will commence as soon as the Commonwealth and one other Party signs the Agreement and will expire on 30 June 2014, or on completion of the projects outlined in the Schedules, including acceptance of final performance reporting and processing of final payments against project milestones. The Agreement may be terminated earlier or extended as agreed in writing by the Parties.

### **Enforceability of the Agreement**

8. The Parties do not intend any of the provisions of this Agreement to be legally enforceable. However, that does not lessen the Parties' commitment to this Agreement.

### **Delegations**

9. Commonwealth Ministers with portfolio responsibility for reconstruction and recovery, or their delegates, are authorised to agree Schedules, including Implementation Plans, to this Agreement. The Ministers or their delegates are also authorised to agree any amendments to Schedules on behalf of the Commonwealth.
10. Respective State Ministers with portfolio responsibility for reconstruction and recovery, or their delegates, are authorised to agree Schedules, including Implementation Plans, to this Agreement. The respective Ministers or their delegates are also authorised to agree any amendments to Schedules on behalf of their State.

### **Interpretation**

11. For the purposes of this Agreement, the definitions of terms such as "floods" and "flood-affected communities", as they apply to each State, are set out in the Schedules to this Agreement.
12. For the purposes of this Agreement:
  - (a) "natural disaster recovery work plan" means the collection of projects developed by the States, and agreed with the Commonwealth, for reconstruction and/or recovery following the 2010-11 floods and Cyclone Yasi. The natural disaster recovery work plan for each State will be attached in a Schedule to this Agreement.

## PART 2 – OBJECTIVES, OUTCOMES AND OUTPUTS

### Objectives

13. This Agreement will contribute to the reconstruction of communities which were affected by the 2010-11 floods and Cyclone Yasi.

### Outcomes

14. This Agreement will contribute to the following specific outcomes in flood or cyclone affected communities:
  - (a) repair of damage to essential public assets as a result of the floods or Cyclone Yasi;
  - (b) replacement or restoration of essential public assets;
  - (c) support for the recovery of communities and local economies severely affected by the floods or Cyclone Yasi; and
  - (d) assisting communities to be more resilient for future disasters, in keeping with the objectives of the NDRRA and the National Strategy for Disaster Resilience.

### Outputs

15. Each State that is party to this Agreement agrees to prepare a Natural Disaster Recovery Work Plan which will identify a set of specific projects to assist with reconstruction and/or recovery in their State. These projects will target the following priority areas:
  - (a) reconstruction: supporting communities to rebuild essential public assets;
  - (b) people and communities: assistance and services to support individuals and communities to manage their own recovery; and
  - (c) the economy: recovery packages to support business and employment in flood and cyclone affected areas.
16. The Natural Disaster Recovery Work Plans should build on the planning work undertaken by Regional Development Australia (RDA) committees and local governments to ensure a strategic approach to reconstruction and recovery efforts, incorporating the principles of local input and leverage across all three tiers of government as well as the private and not-for-profit sectors.
17. The Natural Disaster Recovery Work Plans should be developed consistently with the Principles Related to Proposals for Additional Natural Disaster Assistance, set out in a Schedule to this Agreement.
18. The Natural Disaster Recovery Work Plans will be agreed between the States and the Commonwealth and attached to this Agreement as Schedules. States will be responsible for monitoring and reporting on progress against their Work Plans. The Commonwealth and a State may agree to amend a Work Plan to reflect changed circumstances as necessary.

## PART 3 – ROLES AND RESPONSIBILITIES OF EACH PARTY

19. To realise the objectives and commitments in this Agreement, the Commonwealth and each State has specific roles and responsibilities, as outlined in the Schedules to this Agreement. In general terms, the role of the Commonwealth and the States are outlined below.

### Role of the Commonwealth

20. The Commonwealth agrees to be accountable for the following roles and responsibilities:
- (a) providing a financial contribution in respect of its obligations under the NDRRA to the States to support the implementation of this Agreement;
  - (b) developing the Schedules to this Agreement in consultation with the States;
  - (c) auditing the performance of bodies directly involved in the expenditure of NDRRA funding for flood or cyclone reconstruction and recovery activities; and
  - (d) monitoring and assessing performance in the delivery of activities under this Agreement to ensure that outputs are delivered and outcomes are achieved within the agreed timeframe.

### Role of the States

21. The States agree to be accountable for the following roles and responsibilities:
- (a) developing the Schedules to this Agreement in consultation with the Commonwealth;
  - (b) providing relevant information and documentation to the Commonwealth necessary to track the use of NDRRA funding from its source to the point of final expenditure and/or final recipient;
  - (c) delivering on outcomes and outputs assigned to the States for implementation; and
  - (d) monitoring and assessing performance in the delivery of activities under this Agreement.

### Shared roles and responsibilities

22. The Commonwealth and the States share the following roles and responsibilities:
- (a) participating in consultations as appropriate regarding the implementation of this Agreement;
  - (b) negotiating new or revised Schedules, including Implementation Plans, to this Agreement; and
  - (c) conducting evaluations and reviews of services and outputs delivered under this Agreement.

23. The Parties will meet the requirements of Schedule E, Clause 26 of the **Intergovernmental Agreement on Federal Financial Relations**, by ensuring that prior agreement is reached on the nature and content of any events, announcements, promotional material or publicity relating to activities under an Implementation Plan, and that the roles of both Parties will be acknowledged and recognised appropriately.

## PART 4 – PERFORMANCE MONITORING AND REPORTING

24. The NDRRA is the primary mechanism for the Commonwealth to provide funding to the States for flood and cyclone reconstruction and recovery efforts. Under the NDRRA, States and Territories are required to provide independently-audited financial statements to support any claim under the NDRRA, including the requirement to substantiate spending against any advance payments. These statements are to be audited by the Auditor-General of that State, consistent with NDRRA guidelines.
25. Under this Agreement the parties agree to meet the key performance reporting requirements and project milestones for the projects specified in the Schedules to this Agreement. The States agree to report monthly to the Commonwealth through the Commonwealth Minister nominated as responsible for oversight of flood and cyclone reconstruction and recovery. Reports will cover:
  - (a) progress against Natural Disaster Recovery Work Plans and in meeting project milestones and outcomes as specified in the Schedules;
  - (b) progress with expenditure under the NDRRA, including advice on the level of expenditure in key areas of the reconstruction effort;
  - (c) revisions to estimates of costs; and
  - (d) progress against the strategic plans of each affected community, including the extent to which milestones are being achieved and what additional funding is being leveraged.
26. Given the large quantum of Commonwealth funding involved in the floods and cyclone reconstruction and recovery effort, the public is likely to expect an even higher standard of transparency and assurance that funds are being used appropriately.
27. The parties recognise that each jurisdiction's Auditors-General have the responsibility for auditing all public sector entities, including departments, statutory bodies and local governments within that jurisdiction. The Commonwealth Auditor-General will explore with the relevant Auditor-General in each State an agreed audit plan that would provide the capacity for Commonwealth funding under the National Partnership Agreement and the NDRRA to be audited from its source to the point of final expenditure and/or final recipient through a complementary approach to performance audits. The audit plan will determine the scope, timing and frequency of any audits relating to Commonwealth expenditure.
28. The parties also agree that the State Auditor-General will provide the audit findings, and the basis for those findings, to the Commonwealth Auditor-General for audits conducted in line with the agreed audit plan.

## PART 5 – FINANCIAL ARRANGEMENTS

29. The Commonwealth will provide financial assistance to the States for flood and cyclone recovery and reconstruction activities as provided for under the provisions of the NDRRA. This includes an advance payment of \$2 billion to be paid to Queensland in the 2010-11 financial year under the Commonwealth's obligations under the NDRRA.
30. Any new proposals for assistance (for example, falling under Category D of the NDRRA, or non-NDRRA items) will need to be proposed to the Prime Minister, accompanied with business cases demonstrating value-for-money. Proposals should be consistent with the Principles Related to Proposals for Additional Natural Disaster Assistance, set out in a Schedule to this Agreement. The Commonwealth will consider any such proposals through normal Cabinet processes.

## PART 6 – GOVERNANCE ARRANGEMENTS

### Ministerial oversight

31. The governance arrangements in this Agreement aim to:
  - (a) ensure that the Commonwealth and States collaborate effectively in the reconstruction and recovery process;
  - (b) establish clear roles and responsibilities for the Commonwealth and States in the reconstruction and recovery process; and
  - (c) identify clear lines of reporting and transparent accountability for outcomes.
32. At both the Commonwealth and State Government levels, Cabinet committees will oversee the recovery effort and report directly to the Prime Minister and State Premiers respectively.
  - (a) The Commonwealth National Disaster Recovery Cabinet Sub-Committee will report on progress to the Prime Minister.
  - (b) State Cabinet Committees will report on progress to Premiers.
33. The Commonwealth Minister for Regional Australia, Regional Development and Local Government, as Deputy Chair of the National Disaster Recovery Cabinet Sub-Committee, will continue to be responsible for coordination of Commonwealth Ministerial involvement in flood and cyclone recovery and reconstruction efforts in affected States other than Queensland.
34. With respect to Queensland, the Commonwealth Minister Assisting the Attorney-General on the Queensland Floods Recovery will coordinate Commonwealth Ministerial involvement in Queensland flood and cyclone recovery efforts. This includes the Minister participating in the Queensland Flood Recovery Cabinet Committee to facilitate good communication between Queensland and Commonwealth Cabinet Committees.

### Australian Government Reconstruction Inspectorate

35. The Commonwealth will establish an Australian Government Reconstruction Inspectorate (the Inspectorate) to oversee the reconstruction activity to provide assurance that value for money is being achieved in the expenditure of both Commonwealth and State funds during the recovery phase. The Inspectorate will:

- (a) report to the Prime Minister;
  - (b) work closely with the established processes within state agencies and provide an additional level of check and balance for the expenditure of funds; and
  - (c) not replicate the function or responsibilities of decision-making or statutory bodies such as the Queensland Reconstruction Authority or the Commonwealth or State Ombudsmen or Auditors General.
36. The Inspectorate will perform its functions by:
- (a) working collaboratively with any reconstruction agency on the development of contractual frameworks, tendering processes and project management systems used;
  - (b) where necessary, undertaking scrutiny of requests for reimbursement by local government for projects completed for the purposes of reconstruction;
  - (c) undertaking scrutiny of contracts and benchmark prices, to ensure value for money;
  - (d) undertaking scrutiny prior to execution for complex or high value contracts;
  - (e) monitoring achievement against agreed milestones; and
  - (f) responding and investigating complaints or issues raised by the public.
37. Membership of the Inspectorate would be matter for the Commonwealth to determine, but would include:
- (a) a Chair with extensive experience of public sector management and decision-making;
  - (b) a senior audit partner from a major accounting firm;
  - (c) independent member(s) with private sector expertise and relevant experience; and
  - (d) the Secretary of the Australian Government Department of Finance and Deregulation (DoFD).
38. The Commonwealth will support the provision of expert advice to the Inspectorate, for example in the fields of quantity surveying, construction management and contract law, as necessary through its National Disaster Recovery Taskforce.
39. The Commonwealth will develop operating protocols for the Inspectorate, setting out how the Inspectorate will interact with other Commonwealth and State bodies involved in reconstruction activity, as soon as is practicable after the Inspectorate's establishment. The Commonwealth will consult the States when developing the operating protocols.

## **Commonwealth National Disaster Recovery Taskforce**

40. A Commonwealth National Disaster Recovery Taskforce ('the Taskforce') will be established and located in the Department of Regional Australia, Regional Development and Local Government (DRARDLG). Its work will be guided by a steering committee chaired by the Secretary of the DRARDLG, and include the Secretaries of the Attorney-General's Department, Department of Infrastructure and Transport, DoFD, the Treasury and the Associate Secretary, Domestic Policy, Department of the Prime Minister and Cabinet.

41. The Taskforce will have as its sole focus the oversight and coordination of Commonwealth interests in relation to the recovery and reconstruction efforts regarding the flooding events that took place in late 2010 and early 2011 and Cyclone Yasi. The Taskforce will:
- (a) provide support, including Secretariat services, to the Inspectorate;
  - (b) report to the Minister Assisting the Attorney-General for Queensland Flood Recovery and the Deputy Chair of the Australian National Disaster Recovery Cabinet Sub-Committee;
  - (c) provide the Australian National Disaster Recovery Cabinet Sub-Committee with monthly progress reports on State plans for recovery, including updated estimates of the Commonwealth's liability under the NDRRA;
  - (d) provide the secretariat function for the Business Leaders Taskforce;
  - (e) assess spending on recovery and reconstruction efforts arising from the flooding and cyclone events to ensure consistency with NDRRA;
  - (f) assess requests for Commonwealth funding assistance outside those automatically triggered by a declaration under the NDRRA (including all Category D requests) consistently with the Principles Related to Proposals for Additional Natural Disaster Assistance set out in a Schedule to this Agreement, and advise the Commonwealth Government on these requests; and
  - (g) ensure that a strategic approach is taken to reconstruction and recovery efforts, incorporating the principles of local input, and leverage effort across all three tiers of government and the private and not-for-profit sectors.

## State-specific governance arrangements

42. In addition to the general governance and accountability arrangements set out in this Agreement, State-specific arrangements will be established. Each of these State-specific governance arrangements will be included in the relevant Schedules to this Agreement.

## Dispute resolution

43. Any Party may give notice to other Parties of a dispute under this Agreement.
44. Officials of relevant Parties will attempt to resolve any dispute in the first instance.
45. If a dispute cannot be resolved by officials, it may be escalated to the relevant Ministers.
46. If a dispute cannot be resolved by the relevant Ministers, it may be referred by a Party to the Prime Minister and relevant Premiers.

## Review of the Agreement

47. The Agreement will be reviewed within 12 months of signing, or earlier as agreed by the Prime Minister and the Premier of any Party, and annually thereafter with regard to progress made by the Parties in respect of achieving the agreed outcomes.

## Variation of the Agreement

48. The Agreement may be amended at any time by agreement in writing by all the Parties.

49. A Party to the Agreement may terminate their participation in the Agreement at any time by notifying all the other Parties in writing.

The Parties have confirmed their commitment to this agreement as follows:

*Signed for and on behalf of the Commonwealth  
of Australia by*



**The Honourable Julia Gillard MP**  
Prime Minister of the Commonwealth of Australia

17 February 2011

*Signed for and on behalf of the  
State of Queensland by*



**The Honourable Anna Bligh MP**  
Premier of the State of Queensland

24 February 2011

# PRINCIPLES RELATED TO PROPOSALS FOR ADDITIONAL NATURAL DISASTER ASSISTANCE

(BEYOND EXISTING PROVISIONS OF CATEGORIES A, B AND C OF THE NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS)

## A Framework for the Development and Consideration of Proposals

- A1 The following principles are to guide the development and consideration of proposals:
- (a) Ensure that each level of government contributes appropriately to the funding needs, recognising that for large disaster events, the standard NDRRA provisions already provide that the Commonwealth funds the majority of State and local government costs for repairing/replacing eligible assets. Accordingly, a strong case showing the benefit to the Commonwealth and the States should be made, noting that contributions from States and local governments provide good incentives for high priority projects to be identified and, if approved, also provides incentives to obtain value for money in the management of the projects.
  - (b) A higher level of government should not provide assistance until the lower level(s) of government have also done so, and their ability to provide further assistance has reached its limits.
  - (c) Ensure that the structure of proposals and their funding arrangements do not undermine or distort the obligations on parties for security, business continuity or insurance—accordingly, proposals should not have the effect of providing a disincentive for individuals, businesses and governments to act prudently and responsibly in future.
  - (d) Each proposal should demonstrate why it should be regarded as a relative priority for funding — proposals need to show why they are critical to recovery and are unable to be funded in an alternative and more cost-effective or equitable way, in particular, the case should explain why the proposal has not been, or could not be, considered for funding under the standard infrastructure programs of the Commonwealth and State/local governments.

## Information Needed to Support Proposals Which Meet the Above Principles

- A2 Taking these principles into account, proposals which are developed should address the following issues where possible:
- (a) Why does the Commonwealth government need to intervene in the way proposed?
    - i. What is the rationale for the proposal — issues to be addressed would include the scope for State and/or local government funding?

(b) What are the options and their pros and cons?

- i. Are they supported by a cost-benefit analysis (or at least a cost-effectiveness analysis)?
- ii. What evidence can be presented that the proposal will be cost-effective, and represents value for money?
- iii. Are they supported by commitments to mitigate future claims of the same kind, for example a commitment for specific improvements in land use policies, zoning rules, etc?
- iv. Has the proposal been, or could it be, considered for funding under another program? If so, why was it not funded or not considered for funding under another program?

(c) What is the fiscal impact of the options?

- i. What is the cost — details of the costing assumptions and the basis for the costing calculations should be provided.

(d) Implementation arrangements

- i. Issues to be addressed may include governance, management of risks and mechanisms to provide assurance on obtaining value for money.

# Queensland-Specific Governance Arrangements for Reconstruction and Recovery

- B1. This Schedule provides for a number of governance arrangements specific to Queensland in addition to the general governance and accountability arrangements set out in the National Partnership Agreement for Natural Disaster Reconstruction and Recovery (the Agreement).
- B2. For the purposes of this Schedule:
- (a) "floods" means floods that were declared disasters for which NDRRA assistance was activated from November 2010 to early 2011, which the Bureau of Meteorology's Special Climate Statement 24 has linked with six major rain events that occurred between 28 November 2010 and 15 January 2011; and
  - (b) "flood-affected communities" means communities directly affected by the 2010-11 floods in Queensland as per the NDRRA activations.

## Queensland Reconstruction Authority

- B3. The Queensland Reconstruction Authority (QRA) will:
- (a) lead and oversee Queensland's flood and cyclone recovery operations;
  - (b) develop and implement Queensland's Natural Disaster Recovery Work Plan, identifying specific projects, which will be attached as a Schedule to the Agreement;
  - (c) monitor and assess the performance of the delivery of projects under the Agreement;
  - (d) report to the QRA Board, the Central Agency Steering Committee, the Australian Government Reconstruction Inspectorate and the Queensland Cabinet on the delivery of outcomes as set out in the Work Plan;
  - (e) liaise with the State Disaster Recovery Coordinator and the Commonwealth National Disaster Recovery Taskforce as needed to ensure good integration; and
  - (f) report on performance against the projects set out in Queensland's Natural Disaster Recovery Work Plan.
- B4. To ensure good coordination across levels of government, two Commonwealth representatives will be appointed to the Board of the QRA. One of these will be the Secretary of the Department of Regional Australia, Regional Development and Local Government (DRARDLG). The other member will be nominated by the Commonwealth and will have extensive experience working with States and Territories in large scale implementation projects.

- B5. Members of the QRA will have substantial experience in financial, contractual, engineering and/or large-scale infrastructure projects.
- B6. All board members sitting on the QRA will be indemnified against any legal claims while exercising the Board's functions in good faith.

### **Central Agency Steering Committee**

- B7. A joint Central Agency Steering Committee will be established to ensure the effective collaboration between Commonwealth and State central agencies involved in the reconstruction and recovery effort.
  - (a) This Committee will be chaired by the Director-General of the Queensland Department of Premier and Cabinet.
  - (b) The Commonwealth representative on the Committee will be the Secretary of the Department of the Prime Minister and Cabinet.

### **Queensland Flood Recovery Cabinet Committee**

- B8. The Commonwealth Minister Assisting the Attorney-General on the Queensland Floods Recovery will participate in the Queensland Flood Recovery Cabinet Committee to facilitate good communication between the Queensland and Commonwealth Cabinet committees.

## NATURAL DISASTER RESILIENCE PROGRAM: QUEENSLAND IMPLEMENTATION PLAN – 2009-2010

### Context

Queensland's natural hazard risk profile is dominated by flood, storm tide and cyclone, severe storm and bushfire. In Queensland, the Natural Disaster Resilience Program (NDRP) seeks to reduce community vulnerability to these hazards through traditional and innovative disaster mitigation and community resilience building projects.

### Objective

To reduce Queensland communities' vulnerability to natural hazards by supporting local governments and other stakeholders to build community resilience.

### Outputs

Queensland's NDRP vision will be achieved by focussing on the following outputs:

- (1) Reduce community vulnerability to natural hazards - Reduce the individual or collective vulnerability of Queensland local governments with a recognised, significant hazard risk i.e., whose hazard risk profile is dominated by flood, storm tide, cyclone, severe storm or bushfire.
- (2) Support local governments and others to build community resilience and increase self-reliance.
- (3) Promote innovation through a focus on building partnerships between sectors, support volunteering, encourage a regional or catchment area approach to mitigation, and potential impacts due to climate change. Mandate that all submitted proposals include components on developing local volunteer capacity and community education and awareness raising, while encouraging partnership arrangements with other sectors.
- (4) Ensure that NDRP funding is utilised in an efficient way – Through new governance arrangements, application tools, and a strategic approach to leveraging opportunities, ensure funding targets, and successfully tracks, Queensland's natural hazard risk profile.
- (5) A risk management focus - Queensland mandates a risk management approach, including requiring that applicants undertake a local natural hazard risk assessment, tie their proposals to reducing vulnerability to the hazard risks identified, and include climate change impacts
- (6) A focus on achieving success - Queensland applicants submitting proposals for multi-year projects are assessed on past performance in meeting agreed-to project milestones under previous mitigation programs.

The Queensland Department of Community Safety will undertake an annual performance evaluation of the NDRP, utilising an evaluation tool specifically developed for this purpose.

## **Governance and Administration**

In Queensland, the NDRP will be administered under new governance arrangements, which include the following elements and functions:

- High Level Group (HLG): sets directions; establishes the Application Assessment Group as required; and seeks Ministerial approval for recommended projects.
- HLG Secretariat: research and evaluation of the NDRP; manages stakeholder engagement and Ministerial correspondence; and prepares assessment criteria.
- Application Assessment Group (AAG): application assessment.
- Program Administration Unit: distribution of allocated funding; correspondence and database management.

## **Reporting and Evaluation**

Subsequent to Ministerial approval, Queensland will provide to the Australian Government, through the Attorney-General's Department, a list of approved projects to be funded under the NDRP which includes the following information:

- (a) organisation being funded;
- (b) location of activity;
- (c) total approved funding;
- (d) brief description of activity; and
- (e) period of funding.

The HLG Secretariat will conduct an annual program evaluation of the NDRP. The evaluation will focus on assessing the extent to which funding tracks Queensland's natural hazard risk profile.

## **Pre-2009 Legacy Projects**

Concurrently with implementing the NDRP, the Department of Community Safety will expedite the finalising of outstanding projects under previous mitigation programs.

# NATURAL DISASTER RESILIENCE PROGRAM

## QUEENSLAND IMPLEMENTATION PLAN – 2010-2011

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### Objective

To reduce Queensland communities' vulnerability to natural hazards by supporting local governments and other stakeholders to build community resilience.

### Directions

#### Natural Hazard Risk Reduction

Queensland's natural hazard risk profile is dominated by flood, storm tide and cyclone, severe storm and bushfire. In Queensland, the Natural Disaster Resilience Program (NDRP) seeks to reduce community vulnerability to these hazards through traditional and innovative disaster mitigation and community resilience building projects. At time of writing, Queensland is undertaking a state-wide prioritised natural hazard risk assessment, funded by the Commonwealth Government as per the *National Partnership Agreement on Disaster Resilience*. Climate change will form part of this assessment.

#### Partnerships

The NDRP is a partnership between the Australian and Queensland Governments. To effectively implement the NDRP and to ensure communication of its central objective and priorities, the Queensland Department of Community Safety (DCS) will partner with the Local Government Association of Queensland (LGAQ), who will manage engagement with local governments, and Volunteering Queensland, who will manage engagement with all non-emergency services volunteer organisations and groups interested in applying for an NDRP grant.

Organisations eligible for NDRP funding are state and local government agencies and relevant statutory authorities, government owned corporations and non-government organisations (NGOs).

Queensland seeks to promote the involvement of the private sector, NGOs, and universities through partnerships under the NDRP. To this end, special effort will be placed on encouraging eligible organisations to enter into partnerships with such agencies in applying for a grant under NDRP 2010-11.

#### Resilience

Consistent with developments in national policy, Queensland seeks to promote community resilience and, in particular, the resilience and enhanced self-reliance of individuals, families, and communities. Also, Queensland continues to examine resilience-building opportunities suggested through the nexus between mitigation and recovery.

#### Volunteering

New for Queensland in 2010-11, NGOs are eligible to apply under NDRP. This formally recognises that the National Emergency Volunteer Support Fund (NEVSF) now forms part of the NDRP. In launching NDRP 2010-11, the Hon. Neil Roberts MP, Minister for Police, Corrective Services and Emergency Services stated: "Given the importance of volunteers in disaster and emergency preparedness, response and recovery, I particularly want to encourage the application of volunteer capacity building initiatives."

## Outputs

Queensland's NDRP vision will be achieved by focussing on the following outputs:

- (1) Reduce community vulnerability to natural hazards - Reduce the individual or collective vulnerability of Queensland local governments with a recognised, significant hazard risk i.e., whose hazard risk profile is dominated by flood, storm tide and cyclone, severe storm or bushfire.
- (2) Support local governments and others to build community resilience and increase self-reliance.
- (3) Promote innovation through a focus on building partnerships between sectors, supporting volunteering, encouraging a regional or catchment area approach to mitigation, and responding to potential impacts of climate change.
- (4) Ensure that NDRP funding is utilised in an efficient way – Through new governance arrangements, application tools, and a strategic approach to partnering opportunities, ensure funding is targeted to, and successfully tracks, Queensland's natural hazard risk profile.
- (5) A risk management focus - Queensland promotes a risk management approach, including requiring most applicants to undertake a local natural hazard risk assessment, tie their proposals to reducing vulnerability to the hazard risks identified, and include climate change impacts.
- (6) A focus on achieving success - Queensland applicants submitting proposals for multi-year projects will be assessed on past performance in meeting agreed-to project milestones under NDMP, BMP and other programs.

## Performance indicators

The HLG Secretariat conducts an annual program evaluation of the NDRP. The evaluation will focus on assessing the extent to which funding tracks Queensland's natural hazard risk profile. A simple method has been developed for this purpose.

Consistent with the National Partnership requirement, Queensland will provide a performance report to the Australian Government in March of each year. The performance of Queensland's NDRP's objectives will be measured by a number of indicators (see attachment).

## Governance and Administration

In Queensland, the NDRP will be administered under governance arrangements established for this purpose, which include the following elements and functions:

- Minister: approves allocation of NDRP.
- High Level Group (HLG): sets directions, establishes the Application Assessment Group as required; seeks Ministerial approval for recommended projects.
- HLG Secretariat: research and evaluation of the NDRP; manages stakeholder engagement; prepares assessment criteria.
- Application Assessment Group (AAG): application assessment and recommendations to the HLG.
- Grant and Subsidies Unit: distribution of allocated funding; correspondence and database management.

## **Reporting**

Consistent with the *National Partnership Agreement*, Queensland will contribute to annual reporting on the NDRP. Subsequent to Ministerial approval, Queensland will provide to the Australian Government, through the Attorney-General's Department, a list of approved projects to be funded under the NDRP which includes the following information:

- (a) funded organisations;
- (b) location of activity;
- (c) total approved funding;
- (d) brief description of activity; and
- (e) period of funding.

## **Pre-2009 Legacy Projects**

Concurrently with implementing the NDRP, the Department of Community Safety will continue to expedite the finalising of outstanding projects under previous mitigation programs in partnership with the LGAQ. A report can be made available to the Australian Government on request.

**ATTACHMENT - Performance Measures**

Target	Measure
<p><i>Reduce the individual or collective vulnerability of regional councils with a recognised, significant hazard risk i.e., whose hazard risk profile is dominated by flood, storm tide, severe storm, cyclone or bushfire but possess minimal resilience.</i></p>	<p>1.1. Number of unsuccessful and successful applications from vulnerable regional councils.</p> <hr/> <p>1.2. Level of funding obtained by regional councils with a significant hazard risk profile with minimal resilience.</p> <hr/> <p>1.3. Number of multi-council applications and/or applications with regional or catchment area objectives and outcomes.</p> <hr/> <p>1.4. Reduction in NDRRA claim size across relevant categories compared to average historical claim level for the given regional council.</p>

Target 2	Measure
<p><i>Support regional councils and other stakeholders to build community resilience and self-reliance.</i></p>	<p>2.1. Number of unsuccessful and successful funding applications that address one or more elements of resilience building: partnering; volunteering; regional approach to mitigation; and climate change impacts.</p> <hr/> <p>2.2. Number of consultations with regional councils.</p>

Target 3	Measure
<p><i>Encourage applicants to undertake projects that focus on building partnerships between sectors, support volunteer capacity building, encourage a regional or catchment area approach to mitigation, and potential impacts of climate change.</i></p>	<p>3.1. Number of unsuccessful and successful applications received that address one or more elements of resilience building: partnering; volunteering; regional approach to mitigation; and climate change impacts.</p> <hr/> <p>3.2. Number of applications that include hard and soft mitigation works.<sup>1</sup></p> <hr/> <p>3.3. Number of applications that include soft mitigation objectives.</p> <hr/> <p>3.4. Number of applications that focus purely on hard mitigation.</p>

<sup>1</sup> "Hard" mitigation includes engineering and other structural / infrastructure works. Soft mitigation includes community education programs and social capital projects and studies.

Target 4

Measure

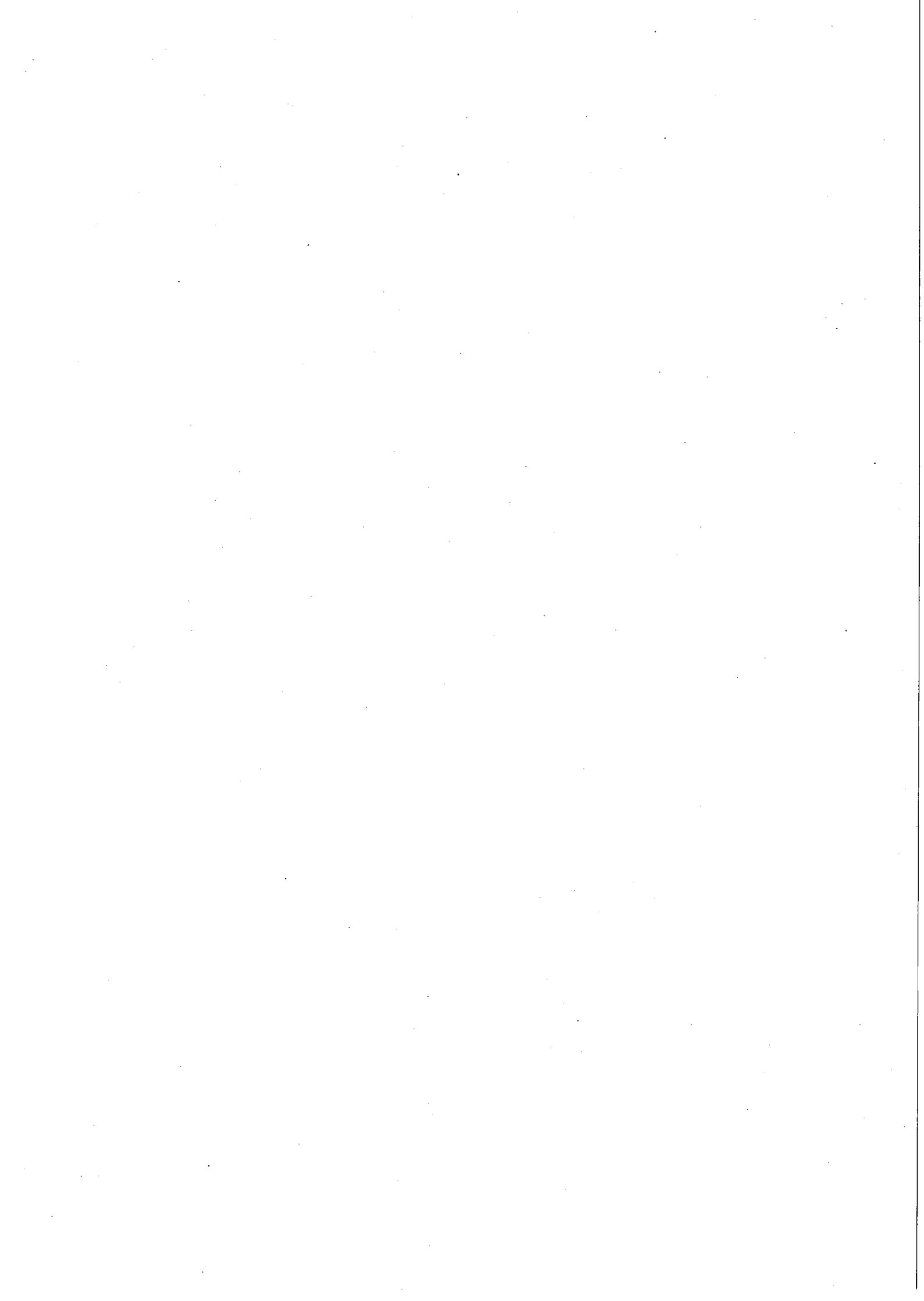
*Ensure that NDRP funding is utilised in an efficient way.*

4.1. Funding is reaching vulnerable regional councils i.e., NDRP tracks QLD's natural hazard risk profile.

4.2. Low deferral rate.

4.3. Fast take-up rate by regional councils.

4.4. Annual performance review and implementation of required modifications.





**Australian Government**

**Attorney-General's Department**  
Emergency Management Australia

# National Emergency Volunteer Support Fund

**Program Guidelines 2009-10**

**Applications close: 5pm Friday 6 March 2009**

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## **IMPORTANT INFORMATION - PLEASE READ**

**Please read these Guidelines, the Guide for Applicants and the Application Form carefully before starting your application.**

**Confirm your eligibility.** For the purposes of this Fund, eligible agencies are those that have a defined role in State or Territory Response or Recovery Plans, and/or member agencies of the Australian Emergency Management Volunteer Forum.

A list of definitions applying to the National Emergency Volunteer Support Fund is detailed at Annex A.

Your completed application must be received electronically by your Parent Agency by **no later than 5 pm on Friday 6 March 2009**. For audit purposes, a hard copy of the completed application form, signed by the Local Unit Manager is also to be sent to your Parent Agency as soon as practicable. Applications for National Projects must be received by Emergency Management Australia no later than 6 March 2009. Applications are to be provided in electronic and hard copy format. Email address details are listed in the application form and in the Guide for Applicants.

Make sure your application is complete and please keep a copy for your records as no material will be returned to applicants.

Applications will not be accepted if they are received after the closing date.

### **Need more help?**

More information on the National Emergency Volunteer Support Fund can be obtained from your State Contact Officer or by contacting Community Engagement Branch at Emergency Management Australia on (02) 6256 4608.

## Foreword

As a nation, Australia has a proud and long-held tradition of pulling together in times of adversity. Nowhere is this more apparent than in the emergency services sector where Australians from all walks of life make enormous personal sacrifices to work in frontline organisations in times of emergency.

Australia is also a nation prone to a range of natural, technological and human-caused emergencies. For example, the phenomenon of climate change has recently demonstrated the potential to increase the frequency and severity of drought, heatwave, severe storms, floods, tropical cyclones and indirectly, serious bushfires.

Since 2000, on average each year 24 people have lost their lives as a direct result of natural disasters, almost 600 have been injured and up to 390,000 affected in some way. The economic cost to communities of natural disasters has been in excess of \$3.6 billion annually. Many more people are also affected by human caused emergencies and disasters, with a further significant cost to the nation. More recently the threat to Australia from criminal acts including terrorism has become more apparent and must now also be considered.

Australia's pool of emergency management response and recovery volunteers numbering some 350,000 plays a vital role in assisting communities to manage the full range of emergencies and disasters.

Since its inception in 2004 **The National Emergency Volunteer Support Fund (NEVSF)** has been particularly successful in building and training this pool of volunteers to be ready to respond to the whole range of possible emergencies. The NEVSF provides practical support and recognition for our volunteers building and improving our national preparedness to manage emergencies.

I encourage eligible organisations to submit an application.



Robert McClelland  
Attorney-General  
November 2008

## **1. Preface**

1.1 This document is a guide to the operation and administration of the National Emergency Volunteer Support Fund (NEVSF). Throughout this document a reference to a 'State' or 'the States' should be read to include Australia's Territories.

1.2 These guidelines will be reviewed on a regular basis to ensure the currency of information. Applicants should ensure that they obtain the latest version of the Guidelines from the EMA website (<http://www.ema.gov.au/communityengagement>).

1.3 These Guidelines should be read in conjunction with the Guide for Applicants 2009-10 which further details application requirements.

## **2. Background**

2.1 In 2004 the Australian Government implemented the "Working Together to Manage Emergencies" initiative, comprising the Local Grants Scheme (LGS) and the NEVSF, in recognition of the need to develop self-reliance at both the community and local government level in order to enhance community safety. Ongoing management of the commitment is undertaken through a partnership between the Australian Government, State Governments, communities, local government and emergency services sector representatives. While the initiative was originally funded for a four year period ending in 2007/08, Government has provided ongoing funding for the NEVSF element of the program to guarantee its future.

2.2 Increasing involvement and awareness of local communities in emergency management is a critical step in improving national preparedness for emergencies and disasters of all types.

2.3 The NEVSF provides funding to support volunteer organisations in the development of strategies to boost the recruitment, retention and training for volunteers in response and recovery agencies at the frontline of emergency management.

## **3. Guiding Principles of the NEVSF**

3.1 In the event of an emergency or disaster, whether natural, technological or human-caused in origin, Australia's emergency services volunteers will play a significant role in assisting the community to respond to and recover from such events.

3.2 The NEVSF is administered by Community Engagement Branch within Emergency Management Australia (EMA), a Division within the Australian Government Attorney-General's Department.

- 3.3 The following general principles apply to the NEVSF.
- 3.3.1 Successful management of the Program requires achieving a cooperative partnership involving all levels of government and coordination between stakeholders.
  - 3.3.2 To maximise the opportunity for volunteer agencies to benefit from funding, a notional cap of \$50,000 (GST exclusive) has been applied to each individual project. This aims to ensure that a range of worthwhile initiatives receive funding. However, the cap should not preclude applicants from seeking funding for higher value or larger scale projects where the benefit to the volunteer agency and the community it supports warrants higher expenditure. Proposed initiatives that exceed the cap may be supported where the project is deemed to be cost effective with measurable high value returns to the volunteer organisation and the community.
  - 3.3.3 The proposed project must not conflict with existing emergency management programs supporting volunteer agencies at local, State or Australian Government levels.
  - 3.3.4 Decisions regarding funding provided through the Program will be primarily based on:
    - the ability of the proposal to address recruitment issues,
    - the ability of the proposal to address retention issues,
    - the scope of the proposal to provide appropriate additional skills training for volunteers,
    - enhancing capital equipment and infrastructure demonstrably focussed at better supporting the recruitment, retention and training of volunteers, and
    - the ability of the project to complete by 30 June 2010.
  - 3.3.5 Applications for funding must be processed through parent agencies to ensure that they support overall service objectives and, in the case of infrastructure or equipment applications, do not impose ongoing maintenance burdens on the agency. State Selection Committees will assess all projects to ensure they accord with state priorities and objectives, which may require some adjustment of agency priorities.
  - 3.3.6 Applications will be considered to supplement funds received from other sources as long as the project does not conflict with other programs as provided in 3.3.3 above.
  - 3.3.7 There is a range of other existing targeted programs at Australian Government, State and local levels designed to assist in specific aspects of emergency management. The NEVSF is not intended to duplicate the opportunity for funding available through these programs.

## 4. Eligibility

### Eligible agencies

4.1 Funding under the NEVSF is available to agencies that have a defined role in State Response and Recovery Plans and/or member agencies of the Australian Emergency Management Volunteer Forum (AEMVF). Accordingly, eligibility may vary between States and Territories. Agencies seeking funding under the NEVSF should confirm their eligibility with their State Contact Officer prior to developing their applications.

4.2 It is acceptable for a parent agency, or a local government body that has responsibility for an emergency volunteer group, to submit an application on behalf of that group. If successful, funds will be provided directly to the group concerned or alternatively a parent agency or local government body may act as a sponsor for a particular group and manage the funds. See Part 6, Guide for Applicants and Section 3 of the Application Form.

### Eligible projects

4.3 The NEVSF will support projects developed to boost the recruitment, retention and training strategies of volunteer organisations at the frontline of emergency management and, within guidelines established by State emergency management authorities, fund some capital equipment. Equipment proposed for acquisition should have specific applicability to the recruitment, retention or training of volunteers.

**Operational equipment will not be considered unless it can be demonstrated to have a training use.** However, applications to construct a dedicated training room, purchase audio-visual training aids, develop and print training materials would be considered eligible for funding.

4.4 Details of eligible projects approved for funding in Financial Year 2008/09 are available on the Emergency Management Australia website [www.ema.gov.au/communityengagement](http://www.ema.gov.au/communityengagement). Applicants are invited to review that list to gain an indication of the range of eligible projects in different jurisdictions. By way of example, the following project types were funded in 2008/09:

- public education programs
- volunteer recruitment campaigns
- establishment and upgrade of training facilities
- volunteer training.

4.5 However, applicants are reminded that the selection process is competitive and all applications will be assessed and prioritised in relation to other applications received within that jurisdiction. Therefore it cannot be guaranteed that a particular project will be successful in attracting funding even though a similar project was funded in a previous year.

4.6 It is acceptable for the proposal to be a clearly identified element of some other ongoing project; however, the intended outputs of that element of the project funded through the NEVSF must be specifically measurable.

4.7 If the implementation of the proposed project is dependent on co-funding from another source, the applicant must include a letter providing a guarantee of funding from that source in the application.

4.8 Joint applications from agencies seeking funding to support work on areas of common concern across several units or agencies are also eligible for funding under the NEVSF. While the notional cap for funding of joint projects will remain at \$50,000 (GST exclusive), as outlined in 3.3.2 above, State Selection Committees have the discretion to consider joint submissions in excess of the cap where warranted by the potential net community benefit arising from the application.

4.9 Intending applicants should note that funding is only available for the financial year in which it is awarded. Applicants should critically assess their ability to complete the work before 30 June 2010. If it is not considered possible or likely that work will be complete by 30 June 2010, the application should not be pursued as no extensions will be possible and unspent funds will be recovered.

### **Ineligible Projects**

4.10 As noted in paragraph 3.3.7 the NEVSF is not intended to duplicate opportunities for funding projects covered by other existing Australian Government programs. Applications pending under other Australian Government Programs will not be considered for funding under the NEVSF in the current financial year. Similarly, projects eligible for funding through State and local government programs (for example, vehicle replacement programs) will not be eligible for funding.

4.11 An application seeking funds to reimburse for work already committed or completed will not be considered. Projects which seek to undertake work over more than one financial year will not be considered.

4.12 The NEVSF is intended to fund initiatives that improve recruitment, retention and training for volunteers. The provision of operational equipment to support the work of volunteer emergency response agencies is the responsibility of the parent agency. This ensures interoperability, compatibility and standardisation of equipment in use. As such, applications for purchase of equipment such as vehicles, boats, communication systems, GPS devices, sheds, items of uniform, personal protective equipment and similar equipment only purchases are generally considered ineligible and will not usually be considered.

### **National Projects**

4.13 National Projects are those which have direct application or utility across the nation, rather than an agency or State focus. While applications can target any aspect of recruitment, retention or training for volunteers, the Australian Government Attorney-General, in consultation with key stakeholders, may determine a particular priority area for funding each year. For example, it may be determined that volunteer emergency management agencies are suffering a loss of members due to changing demographics in rural areas, and applications may be invited on studies which propose actions to address that decline.

4.14 Emergency management professional bodies and associations are eligible to put forward applications for funding of projects of national significance as are relevant peak organisations. Eligible volunteer agencies intending to submit an application for a national project should inform the State Contact Officer and consult with the relevant industry professional body, (eg the Australasian Fire Authorities Council) to coordinate with any similar applications from other States.

Note: Eligible agencies could actually be the relevant industry professional body and therefore not have a State affiliation.

4.15 Once completed, National Project applications should be sent to Community Engagement Branch, EMA by the closing date of 6 March 2009.

## 5. Roles and Responsibilities

### Enhancement of whole-of-government partnerships

5.1 Significant international and domestic events of the past few years have reinforced the importance of having appropriate continuity planning for all aspects of business and across all levels of government. Prevention of, preparedness for, response to and recovery from emergencies and disasters, whether natural, human-caused or technological in origin, can most effectively be managed through the creation and maintenance of a strong partnership between the three levels of government and relevant agencies.

5.2 The provision of NEVSF funds should be seen as part of a comprehensive and integrated national emergency management strategy that builds on existing long established relationships.

5.3 Within this context the roles and responsibilities of the key stakeholders to the NEVSF are set out below.

### 5.4 Applicants

- 5.4.1 read Program Guidelines and ensure eligibility of application,
- 5.4.2 read and comply with the NEVSF Guide to Applicants 2009-10,
- 5.4.3 seek confirmation of eligibility from the relevant State Contact Officer,
- 5.4.4 critically review the proposed project to ensure that work can be fully completed prior to 30 June 2010, noting that funds might not be available until September 2009,
- 5.4.5 complete the application form
- 5.4.6 ensure all relevant signatures are obtained before posting
- 5.4.7 submit the application form to your Parent Agency by the closing date,
- 5.4.8 if successful, enter into a contractual arrangement with the Australian Government (the Commonwealth) through Emergency Management Australia, a Division in the Attorney-General's Department.

### 5.5. Parent Agency

- 5.5.1 assist in the identification of projects within their agencies,
- 5.5.2 invite applications from sub-units,
- 5.5.3 assist sub-units in the development of proposals,
- 5.5.4 notify sub-units if they wish to manage the project on the sub-unit's behalf,
- 5.5.5 communicate with the State Selection Committee to obtain information on the Program timeline,
- 5.5.6 prioritise all applications received, and
- 5.5.7 forward Priority List and all applications, both electronic and hard-copy (signed by the CEO or equivalent) to the relevant State Contact Officer in priority order by Friday 20 March 2009.

### 5.6 States

- 5.6.1 communicate relevant information to stakeholders and volunteer organisations within their jurisdiction,
- 5.6.2 assist volunteer organisations in developing their applications,
- 5.6.3 acknowledge receipt of applications and provide copy of receipt to EMA,
- 5.6.4 forward applications to EMA by Friday 3 April 2009 – email and hard copy,
- 5.6.5 form and chair a State Selection Committee comprising appropriate representation, including EMA,
- 5.6.6 manage State Selection Committees to assess and prioritise individual applications and ensure they are eligible and complement existing State programs, and
- 5.6.7 provide feedback to unsuccessful applicants where sought.

### 5.7 State Selection Committees

- 5.7.1 communicate with Parent Agencies to provide information on Program timelines,
- 5.7.2 assess all grant applications received by the due date in accordance with eligibility criteria and jurisdictional priorities, policy, legislation and programs,
- 5.7.3 determine State Priority list of eligible proposals and electronically forward to EMA,
- 5.7.4 advise applicants of any amendment to the grant amount they have requested as soon as practicable following the State Selection Committee meeting, and
- 5.7.5 advise Parent Agencies of meeting outcomes including explanation of any changes to project priority listing.

**Note:** State Selection Committees have the authority to deem projects ineligible where they do not meet the eligibility criteria.

5.8 Funding of projects under the NEVSF is essentially based on identified risk and priority of need. In the assessment and prioritisation of applications, State Selection Committees should also consider such issues as:

- 5.8.1 the project's applicability and relevance to identified parent agency priorities,
  - 5.8.2 the project's scope and potential to enhance the community's own capacity to prevent, prepare for, respond to and recover from emergencies and disasters,
  - 5.8.3 where practicable an equitable spread of funding between applicant agencies,
  - 5.8.4 a balance between rural and urban based applications,
  - 5.8.5 consideration of the needs of less well funded emergency management agencies and those that are not well funded under other programs, and
  - 5.8.6 a preference that funding is given to resourcing new initiatives.
- 5.9 Other considerations might include:
- 5.9.1 applications demonstrating significant benefits to enhancing community safety and which have been unsuccessful in attracting funding through other programs may still be eligible for consideration under the NEVSF,
  - 5.9.2 applications should be assessed to ascertain if they would be more appropriately funded by other existing Australian Government and State programs, and
  - 5.9.3 State Selection Committees may wish to seek additional information from applicants in order to complete their assessments.
- 5.10 **Australian Government - Emergency Management Australia**
- 5.10.1 administer the NEVSF,
  - 5.10.2 communicate relevant information and, on request, provide direct assistance to volunteer organisations,
  - 5.10.3 manage a national communication strategy to promote the program with stakeholders,
  - 5.10.4 assess and prioritise, on advice from all jurisdictions, national project applications,
  - 5.10.5 participate in State Selection Committees to assist in assessment and prioritisation of individual applications,
  - 5.10.6 develop a national prioritised composite list of recommended projects for consideration by the Attorney-General,
  - 5.10.7 provide formal notification to all applicants regarding the Attorney-General's decision,
  - 5.10.8 administer the financial aspects of the program,

- 5.10.9 receive progress and final reports from grant recipients,
- 5.10.10 report on the performance of the fund over the preceding financial year as required, and
- 5.10.11 receive advice from grant recipients in relation to issues affecting the ability of projects to be completed on time or on budget.

#### **5.11 Australian Emergency Management Volunteer Forum (AEMVF)**

Membership of the AEMVF includes Emergency Service Peak Bodies, Ambulance Services, Fire Services, State Emergency Services, Land and Marine Rescue, First Aid, Surf Lifesaving and Emergency Support Agencies. Accordingly, the AEMVF has a role in the administration of the NEVSF, including to:

- 5.11.1 assist in the ongoing development and promotion of the NEVSF, and
- 5.11.2 provide assistance and advice to volunteer organisations to complete an application for funds.

#### **5.12 Australian Emergency Management Committee (AEMC)**

- 5.12.1 assist in the development and promotion of the NEVSF.

## **6. Relationship with other Programs**

- 6.1 The NEVSF complements existing State and Australian Government programs.
- 6.2 An indication of the full range and scope of grants available through Australian Government agencies can be obtained from the Grants Commission website: <http://www.grantslink.gov.au>

## **7. Contacts**

7.1 Enquiries regarding any aspect of the operation of the fund should be referred to the relevant State Contact Officer or to EMA. Details are listed in the Guide for Applicants and the Application Form.

Emergency Management Australia  
November 2008

### **Annexes:**

- A. Definitions

## **Definitions**

1. The following definitions apply to the NEVSF:

### **Emergency Management**

2. A range of measures to manage risks to communities and the environment. The organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, preparedness, response and recovery.

### **Risk Management**

3. Risk Management is the systematic application of management policies, procedures, systems and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk. In this context, effective risk management consists of a series of well defined steps which, when taken in sequence, support better decision making by contributing a greater insight into risks and their potential impacts. Risk management methodology as detailed in Australian and New Zealand Standard AS/NZS 4360: 2004 should be the basis for communities to determine risks that require priority attention.

### **Emergency Risk**

4. The concept of risk has two elements:
  - 3.1 the likelihood of something happening, and
  - 3.2 its consequences.

Emergency risk (i.e. the risk related to the impact of an emergency) is a function of the interaction of hazards, from natural, technological and human causes, and the elements at risk: people, their structures and the environment.

### **Emergency Risk Management**

5. A systematic process that produces a range of measures which contribute to the well-being of communities and the environment. The philosophy and methods of emergency risk management are a blend of traditional emergency management and risk management.

### **Final Report Package**

6. A final report comprising the following documents will be required on completion of the project:
  - 6.1 project summary
  - 6.2 project funding reconciliation expenditure report
  - 6.3 financial statements covering the period of the grant (including copies of relevant receipts)
  - 6.4 intellectual property report
  - 6.5 NEVSF Program Evaluation proforma.

7. Relevant proformas are contained in the Final Report Package which will be issued to grant recipients as part of the funding agreement process and which will also be posted on EMA's website

**Parent Agency**

8. The peak State sector representative body, for example, SA Country Fire Service, Victoria State Emergency Service etc.

**State Selection Committee**

9. Within each State, a State Selection Committee will be formed to assess and rank applications. The composition of the selection committees may vary between jurisdictions to take account of different existing committees and groups that will be utilised for the selection process. Core membership of the State Selection Committee will be:

- a representative of the State's Emergency Management Organisation (Chair),
- relevant volunteer agency representatives
- a representative of Emergency Management Australia.

10. The Attorney-General may appoint, or approve requests from jurisdictions to appoint, additional members to State Selection Committees, as required, to meet specific requirements and provide an appropriate level of expertise to consider applications. A number of considerations that should be applied by the selection committee in assessing applications are detailed in Roles and Responsibilities.

**Sub-Unit**

11. For the purposes of the administration of the NEVSF, a sub-unit is defined as a lower level element of a parent volunteer agency, for example, Wallaroo Brigade within the NSW Rural Fire Service.

**Volunteer (Emergency Worker)**

12. A volunteer worker who engages in emergency management activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or a person acting with the authority of the chief executive, of an agency to which either the State emergency response or recovery plans apply.