



Disaster Ready Fund Round Three 2025-26 Guidelines

Opening and closing dates and times for Project Proposals to be submitted to state and territory government Lead Agencies:	Lead Agencies open: 22 January 2025 Lead Agencies close: 5:00pm (local time in their jurisdiction) on 2 April 2025
Opening and closing dates and times for Applications to be submitted to NEMA by Lead Agencies:	NEMA opens: 9:00am AEDT on 3 April 2025 NEMA closes: 5:00pm AEST on 30 May 2025
Commonwealth policy entity:	National Emergency Management Agency (NEMA)
Administering entity:	NEMA
Enquiries:	Applicants should submit questions to the Lead Agency in their state or territory – details are available at: www.nema.gov.au/programs/disaster-ready-fund/ Lead Agencies should submit questions to NEMA at: disaster.ready@nema.gov.au NEMA aims to provide a reply to enquiries within three (3) working days. This timeframe may be longer during peak periods or for more detailed requests for assistance.
Date guidelines released:	22 January 2025
Type of grant opportunity:	Targeted competitive

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1 Disaster Ready Fund: Round Three 2025-26 processes

The Disaster Ready Fund is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to NEMA's Outcome 1: To develop, lead and coordinate the Commonwealth's approach to emergency management, including the support of activities relating to preparedness, response, relief, recovery, reconstruction, risk reduction and resilience for all-hazard emergencies and disasters.



The grant opportunity opens

NEMA publishes the grant guidelines on GrantConnect and NEMA's website



Applicants prepare and submit Project Proposals to Lead Agencies

Applicants complete a Project Proposal form and address all of the eligibility and assessment criteria to be considered for a grant.



Lead Agencies vet Project Proposals, seek ministerial endorsement and submit Applications to NEMA

Lead Agencies undertake an initial review of Project Proposals against the eligibility and assessment criteria and seek endorsement from the relevant minister(s) in their state or territory to submit the most competitive Project Proposals as Applications to NEMA.



Applications are assessed by NEMA

Applications are checked against eligibility criteria and Lead Agencies are notified if not eligible. Assessment Panel members assess eligible Applications against the assessment criteria including an overall consideration of value with relevant money and make funding recommendations taking into account Investment Principle 4.



NEMA makes grant recommendations

NEMA's Coordinator-General (or their delegate) recommends projects to the Minister for Emergency Management for funding approval, based on advice from the Assessment Panel.



Grant decisions are made

The Minister for Emergency Management decides which Applications are successful.



NEMA notifies Lead Agencies of the outcome

Applicants are advised of Application outcomes through Lead Agencies. The provision of funding remains subject to the Commonwealth entering into funding agreements with states and territories.



The Commonwealth enters into funding agreements with states and territories

Funding agreements (Schedules to the *Federation Funding Agreement – Environment*) are developed by NEMA for co-signing by the Minister for Emergency Management and the relevant minister(s) for each successful state or territory. Once schedules are signed, the Australian Government Department of Treasury transfers funding, including any Administrative Funding to State and Territories Treasuries as a single, upfront payment.



Lead Agencies enter into grant agreements and develop implementation plans with successful Applicants

Lead Agencies enter into grant agreements with successful Applicants (Project Proponents) and work together to develop Implementation Plans for submission to NEMA within two months of FFA schedules being signed.



Implementation Plans are reviewed and endorsed

NEMA reviews and endorses Implementation Plans, following this, projects may formally commence.



Delivery of grant

Projects are delivered in accordance with the Implementation Plans. Lead Agencies manage the grant and report to NEMA in line with the Audit and Reporting Framework.



Evaluation of the Disaster Ready Fund

NEMA evaluates specific grant activities and the Disaster Ready Fund as a whole, in line with the DRF's Monitoring and Evaluation Plan. NEMA bases this on information provided by Lead Agencies and that NEMA collects from various sources.

1.1 Introduction

These guidelines contain information for the Disaster Ready Fund (DRF) Round Three 2025-26 grant opportunity.

Applicants and Lead Agencies must read these guidelines before applying.

This document sets out:

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

This grant opportunity and process will be administered by NEMA.

1.2 About the National Emergency Management Agency

The National Emergency Management Agency (NEMA) was established on 1 September 2022 to drive a more coordinated approach to preparing for and responding to disasters.

NEMA's strategic objectives include leading and coordinating national action and assistance across the emergency management continuum and contributing to saving lives, reducing harm, and maintaining public

trust to mitigate the consequences of disasters and build back better through investment in people, capabilities and communities.

NEMA is Australia's lead agency for the [Sendai Framework for Disaster Risk Reduction 2015–2030](#) (Sendai Framework) and is responsible for driving domestic implementation through the [National Disaster Risk Reduction Framework](#). Given the cross-cutting impacts of disasters, NEMA partners with Australian Government agencies, governments at all levels and all sectors to deliver its objectives.

2 About the grant program

2.1 About the DRF

The Disaster Ready Fund (the program/DRF) will run over 5 years from 2023-24 to 2027-28. The program was announced as part of the October 2022-23 Budget.

The DRF is the Australian Government's flagship disaster resilience and risk reduction initiative, which will deliver up to \$200 million of Commonwealth funding annually from 1 July 2023 to establish a comprehensive set of disaster resilience and mitigation projects across Australia, in partnership with Australian state, territory and local governments.

DRF Objectives and Investment Principles

The objectives of the program are to:

- increase the understanding of natural disaster impacts, as a first step towards reducing the risk of future natural disaster impacts,
- increase the resilience, adaptive capacity and/or preparedness of governments, community service organisations and affected communities to future natural disasters to minimise the potential impact of natural hazards and reduce the risk of future natural disasters, and
- reduce the exposure to risk, harm and/or severity of a future natural disaster's impacts, including reducing the recovery burden for governments, cohorts at disproportionate risk, and/or affected communities.

These objectives are underpinned by the DRF Investment Principles, which guide DRF investment decisions and are reflected in the DRF's activity types and assessment criteria, to encourage projects that are:

1. Risk informed – Proposals draw on evidence of disaster risk (e.g. risk assessments) when outlining case for funding.
2. Aligned with plans – Proposals align with existing national, state and territory, and local hazard mitigation and resilience or adaptation plans, or provide evidence that the planning process is underway. Where plans do not exist or are in development, proposals could support the development of those plans.
3. Priority targeted – Proposals demonstrate alignment with the Second National Action Plan National Actions.
4. Diverse and equitable – Investment decisions support outcomes across a broad range of natural hazard and project types, geographic areas (including both urban and regional/remote locations), domains (including the social, built and natural environments), and consider the DRF's potential population impact (including a project's relative per-capita benefit).

The intended outcome of the program is communities that are better informed, more resilient and less exposed to future natural disaster risks and impacts in the long term, across the built, social, natural and economic domains.

2.2 Program Context and Strategic Alignment

The DRF is being delivered in the context of consecutive, concurrent and compounding natural hazards (e.g. extreme heat, fires, floods, cyclones, etc), which are increasingly placing pressure on emergency management organisations and communities. This is being amplified by climate change, which drives more frequent, intense hazards at scales and in locations not experienced before.

The National Disaster Risk Reduction Framework and the [National Strategy for Disaster Resilience](#) are the overarching frameworks guiding Australia's efforts to reduce disaster risk and improve Australia's disaster resilience, and align internationally with the Sendai Framework. National Action Plans and the Australian Government's disaster risk reduction programs, including DRF, put these frameworks into practice.

The [Second National Action Plan](#) to implement the National Disaster Risk Reduction Framework was endorsed by National Emergency Management Ministers on 25 August 2023. The Plan drives coordinated action across Australian society so that individuals, communities, sectors and governments are working together towards common disaster risk reduction goals.

The Second National Action Plan identifies four key priority areas for national action:

1. Understand disaster risk;
2. Accountable decisions;
3. Enhanced investment; and
4. Governance, ownership, and responsibility.

The DRF supports implementation of the Second National Action Plan by providing funding for preparedness and risk reduction activities, underpinned by Investment Principle Three.

2.3 Previous DRF Rounds

Round One (2023-24) of the DRF opened in January 2023 and closed in March 2023. The Australian Government Minister for Emergency Management (the Minister) announced 187 successful projects with \$200 million of Australian Government investment on 7 June 2023.

Round Two (2024-25) of the DRF opened in January 2024 and closed in March 2024. The Minister announced 164 successful projects with close to \$200 million of Australian Government investment on 28 August 2024.

All projects funded under Round One and Round Two are published on [NEMA's website](#).¹

2.4 About the DRF Round Three 2025-26 grant opportunity

Round Three (2025-26) of the DRF will build on previous rounds by making a further \$200 million available for natural disaster risk reduction and resilience initiatives in 2025-26.

Applicants and Lead Agencies should note the following key changes² for Round Three:

¹ Since the announcement of successful projects, the number of funded projects has changed due to several withdrawals and reallocations. At the time of publishing these guidelines, there are 185 funded projects in Round One and 171 funded projects in Round Two.

² A number of administrative improvements have been made for Round Three, not all of which are listed here. NEMA strongly recommends that Applicants and Lead Agencies read the Guidelines in their entirety to ensure they are familiar with all requirements before submitting a Project Proposal or Application.

- Eligibility requirements for projects have been clarified to ensure Applicants hold appropriate registrations, are Australian based and do not include Australian Government bodies (see section 4).
- The requirement to categorise projects as either 'infrastructure' or 'system risk reduction' has been removed to avoid confusion about the meaning of 'systemic risk reduction'. Instead, an Application will need to nominate a primary project activity type (unchanged from previous rounds) and primary domain ('built', 'social', 'natural' or 'economic', similar to many other investment and reporting frameworks) that best fit their proposal, with the option to nominate secondary domains and secondary activity types where projects span more than one activity or domain (see section 5).
- To encourage investment in larger scale infrastructure with enduring resilience and risk reduction benefits, a dedicated funding allocation (notionally \$138 million), minimum project values (\$0.5 million) and longer project durations (up to 5 years) have been introduced for the following project activity types: investment in grey infrastructure; investment in green-blue infrastructure (including nature based solutions); investment in social infrastructure; and investment in natural hazard monitoring infrastructure. The remainder of the \$200 million will be split between other project activity types (\$59 million notional funding allocation) and administrative support for Lead Agencies (up to \$3 million, unchanged from Round Two) (see section 3).
- Lead Agencies will be limited in the number of Applications they can submit to NEMA to ensure Assessment Panel expertise and time is focused on the most competitive Applications. Multi-jurisdictional and national Project Proposals will be excluded from these caps (see sections 7.7 and 7.2.3).
- The option to apply for a partial or full waiver of the 50 per cent co-contribution requirement has been replaced by a tiered approach to co-contributions that reduces the co-contribution requirement for certain Applicant types and project locations (see section 3.1.1). This change recognises the difficulty that some projects have in raising co-contributions and automatically applies lower thresholds (determined based on waiver data from previous rounds) to qualifying projects without the need to demonstrate exceptional circumstances.
- Administrative Funding allocations for Lead Agencies have been increased slightly (from up to 1.5 per cent to up to 1.52 per cent of project funding awarded) to allow all available funds (\$200 million) to be allocated in 2025-26, assuming \$197 million in project funding is awarded (see section 3.1.4).
- Ineligible expenditure rules have been updated to make clear that 'business as usual' activities as defined in the Glossary are not eligible for DRF funding (see section 5.4). As part of this change, Applications must demonstrate why the project activity is not 'business as usual'.
- Rules regarding the inclusion of past investments in co-contributions have been tightened. This includes a reduced eligibility period (past investments must have been made after 1 July 2023); and a limit on the proportion of co-contributions that can be derived from historical investments (see section 3.1.2).
- The application process for multi-jurisdictional and national projects has been simplified in response to stakeholder feedback (see section 7.2.3).
- The assessment criteria and supporting documentation requirements have been updated to strengthen links to the program objectives and outcomes (particularly the importance of delivering enduring benefits) and to ensure appropriate evidence is provided (see sections 6 and 7.6)
- A new application portal has been introduced for Lead Agency Applications to NEMA. As part of this change, Lead Agencies will no longer be required to submit a separate cover sheet; NEMA will collect this information separately (see section 7.7).
- Rules regarding application checks and amendments have been tightened to avoid delays in assessing Applications and finalising schedules. In particular, Lead Agencies and Applicants should understand that once the closing time for Applications has passed, Applications will be considered as final and NEMA will not permit changes to the Applications when assessing their eligibility, except in limited circumstances at the discretion of the Program Delegate (see sections 7.7 and 8.1.1). The

circumstances in which awarded projects can be amended prior to the signing of Schedules have also been further clarified (see section 12.4).

- Guidance has been added on intellectual property arrangements (see section 12.8).
- Expectations for consultation, including with First Nations communities, have been clarified (see section 7.3).
- Additional guidance on state and territory processes is included to promote consistency and provide greater transparency in how Applications are called for, vetted and prioritised by Lead Agencies (see sections 7.1 and 7.2.1).

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.

3 Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of up to \$1 billion over five years for the program. For Round Three, \$200 million in Commonwealth funding is available in 2025-26, with up to:

- \$138 million notionally allocated for infrastructure investment (infrastructure funding stream) encompassing the following primary project activity types as defined in the Glossary:
 - investment in grey infrastructure
 - investment in green-blue infrastructure (including nature based solutions)
 - investment in social infrastructure
 - investment in natural hazard monitoring infrastructure
- \$59 million notionally allocated for other eligible project types, and
- \$3 million notionally allocated for administrative support for Lead Agencies.

With the exception of the total funding envelope for Round Three (\$200 million), all allocations listed above are indicative only, and the Assessment Panel and Minister have discretion to recommend and approve funding amounts that differ from those indicated (see sections 8.1.3 and 8.2).

The minimum total project value (Commonwealth funding and co-contribution combined) is:

- \$0.5 million for infrastructure funding stream projects, and
- no minimum amount for other project types.

There is no maximum grant amount, but grants cannot exceed the total amount of available project funds.

3.1.1 Required co-contributions

Lead Agencies are required to demonstrate that a co-contribution will be made (either by the Lead Agency, the Applicant or the delivery partners) towards each project. Co-contribution requirements for each project depend on the Applicant's entity type and are set out in the table below.

Co-contribution category	Commonwealth funding towards eligible project costs	Minimum co-contribution towards eligible project costs
First Nations organisations as defined in the Glossary. Local councils located in 'very remote' and 'remote' locations per the Australian Bureau of Statistics' Remoteness Structure, listed in Appendix A.	Up to 90 per cent of eligible project costs	At least 10 per cent of eligible project costs
Other 'low rate-based' councils, determined using the ratio of Financial Assistance Grant to Net Rate Income, listed in Appendix B. Not-for-profit organisations as defined in the Glossary.	Up to 80 per cent of eligible project costs	At least 20 per cent of eligible project costs
All other Applicants.	Up to 50 per cent of eligible project costs	At least 50 per cent of eligible project costs

Eligibility for each co-contribution category will be determined based on the Applicant type nominated in the Application form, irrespective of any delivery partners, and must be supported by evidence (see section 4.2).

3.1.2 Co-contribution types and sources

Co-contributions must be directly linked to delivery of the DRF project.

Co-contributions can include, but are not limited to:

- a financial (cash) contribution provided at the time of project commencement;
- in-kind contributions, such as wages directly attributable to the delivery of the project, and/or supplies, materials, and specific equipment required to execute the project:
 - In-kind contributions can be based on existing resources, but cannot include historic work or staff time spent on a project. The in-kind contribution must be appropriately identified and valued in the project budget.
- funds the Lead Agency or Applicant has already invested in a program or project on or any time after 1 July 2023 (historical investments), only where the Australian Government's contribution from the DRF is expected to extend or enhance that program or project subject to alignment with the DRF Objectives. The Australian Government will not fund project cost overruns.
 - No more than 50 per cent of the required co-contribution amount can be derived from historical investments.
 - Where historical investments form part of a co-contribution, the Application must clearly identify this in the project budget and describe how the DRF project will extend or enhance the prior investment.

All parties named on an Application as being involved in delivery of a proposed project (i.e. the Applicant and any delivery partners) must contribute to the project financially, in-kind and/or through historical investments.

With the consent of the Lead Agency, an Applicant may submit a Project Proposal to a Lead Agency that nominates an in-principle co-contribution (i.e. a co-contribution pending formal approval) while the Applicant and/or delivery partner goes through formal internal approval processes to secure the formal (actual) co-

contribution. The Applicant and/or delivery partner must be able to commit to the formal co-contribution prior to the Lead Agency signing of the relevant Schedule. If an in-principle co-contribution does not result in the actual co-contribution prior to the signing of the Schedule, the Minister may withdraw the Australian Government's offer of funding for the project/s.

With the exception of financial assistance provided to local government under the Australian Government's [Financial Assistance Grants program](#), Australian Government funding from any other source (including historical funding and contributions from Australian Government bodies) cannot be used to meet minimum co-contribution requirements. Co-contributions can be provided from any other source (e.g. the Applicant, Lead Agencies and delivery partners).

3.1.3 Baseline funding

Each state and territory will be allocated baseline funding of \$7.5 million under Round Three, to support equitable distribution.³ Projects will need to meet all eligibility requirements and achieve a rating of 'Suitable' or higher through the Panel assessment to achieve baseline funding allocations.

There is no baseline funding allocation for the Indian Ocean Territories. Successful projects from the Indian Ocean Territories will not count towards Western Australia's baseline funding.

Multi-jurisdictional or national projects will not count towards the baseline funding of the coordinating Lead Agency or any Lead Agency involved in the project.

If Lead Agencies submit Applications with a cumulative total project value of less than \$7.5 million in Australian Government funding (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 with relevant money considerations or DRF objectives.

3.1.4 Program Administration Costs

NEMA has allocated up to \$3 million⁴ in Administrative Funding to support Lead Agencies with DRF Program Administration Costs. This is vital to ensuring DRF projects are successfully implemented, delivered and reported on appropriately.

Lead Agencies may apply for up to 1.52 per cent of the total Australian Government funding awarded to their jurisdiction under Round Three to support their role in delivering the DRF. There will be a baseline of \$114,213.20 per jurisdiction for Administrative Funding (1.52 per cent of the \$7.5 million baseline funding), assuming all requirements for achieving baseline funding are met (see section 3.1.3). The Administrative Funding for Round Three will be a one-off payment (i.e. not per year) made after the Schedules are co-signed. The amounts awarded to each Lead Agency will be published on the NEMA website.

If applying for administrative funding, Lead Agencies are required to match the administrative funding amount provided by the Australian Government (either cash or in-kind). Lead Agencies must provide in-principle agreement to meet the co-contribution requirement. When the total amount being awarded for

³ The baseline amount is not per project. The baseline funding allocation is only the Australian Government's component of funding, and does not include a state and territory's co-contribution.

⁴ Calculated as 1.5228426395939 per cent of total project funding (\$197 million) available in Round Three. For ease of reference this is referred to as '1.52 per cent' elsewhere in the guidelines.

successful projects is determined, the co-contribution for administrative funding will be confirmed through Schedules.

Administrative funding can be used for any costs incurred by Lead Agencies that directly relate to administering funded DRF projects. Appropriate uses of Administration Funding may include but are not limited to: staff to coordinate development and endorsement of Implementation Plans and fulfil audit and reporting requirements, engaging an external auditor, IT costs (e.g. grants administration software, data storage) over the delivery timeframe. Administration Funding cannot be paid to Applicants or project delivery partners (for any reason), which should be factored into project costs, or for costs related to the preparation or facilitation of DRF Applications (i.e. for future Project Proposals that have not yet been assessed and funded).

For Western Australia and the Indian Ocean Territories:

- the 1.52 per cent will be calculated from and provided for successful Western Australian projects as well as any successful Indian Ocean Territories projects.
- any successful Indian Ocean Territories projects are excluded from the requirement for the Lead Agency for Western Australia to match administrative funding.
- any additional funding required to support the Lead Agency for Western Australia in its administration and reporting of Indian Ocean Territories projects must be sought by the Lead Agency for Western Australia from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts under existing service arrangements. The Lead Agency for Western Australia must submit a resource fee proposal to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, negotiating an amount above the 1.52 per cent should this be required.

Lead Agencies will be required to report at least annually on the use of administrative funding provided by the Australian Government.

3.2 Project period

The maximum project period is:

- up to five (5) years for infrastructure funding stream projects, and
- up to three (3) years for all other projects.

Project periods formally commence from the date of NEMA's written endorsement of the relevant Implementation Plan.

4 Eligibility Criteria

The Australian Government cannot consider Applications that do not satisfy all eligibility criteria.

4.1 Who is eligible to apply for funding?

DRF funding is delivered under the [Federation Funding Agreement – Environment](#) between the Australian Government and state and territory governments. This approach recognises that states and territory governments have primary responsibility for disaster management in their jurisdictions, and are best placed to understand and coordinate priorities for disaster resilience.

Only Australian state and territory governments, through Lead Agencies, are eligible to submit Applications to NEMA for DRF funding in Round Three 2025-26. However, any entity that satisfies the eligibility criteria in sections 4.2 and 4.3 may develop a Project Proposal and submit that proposal to a Lead Agency for its consideration. Eligible entities who develop Project Proposals are referred to in these guidelines as Applicants.

Lead Agencies will coordinate Project Proposals, provide an indicative rating/ranking and submit Applications to NEMA for funding of selected Project Proposals. Lead Agencies can also develop their own DRF Project Proposals.

The details of the Lead Agencies are published on [NEMA's website](#) to enable Applicants to contact the Lead Agency in their state or territory in relation to the development and submission of Project Proposals.

4.2 Who is eligible to submit Project Proposals to Lead Agencies

A Lead Agency may only apply for funding in respect of Project Proposals where the Applicant:

- either:
 - has an Australian Business Number (ABN); or
 - is a First Nations organisation or a Not-For-Profit organisation (as defined in the Glossary);
- has the capacity to enter into a legally binding agreement; and
- is not an entity listed in section 4.3.

Applications must include evidence of the Applicant's entity type for eligibility and co-contribution purposes as follows:

- Businesses must provide a current ABN. Prospective Applicants can find out how to register for an ABN by visiting: [Register for an Australian Business Number \(ABN\) | business.gov.au](#)
- First Nations organisations must provide evidence that they meet the definition of an 'Aboriginal Community-Controlled Organisation' (ACCO) or other 'Aboriginal and Torres Strait Islander organisation' as set out in the [National Agreement on Closing the Gap](#) such as an Indigenous Corporation Number (ICN), evidence of Office of the Registrar of Indigenous Organisations (ORIC) registration and/or a declaration that the Applicant is a Traditional Owner or that the organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous ownership.
- Not-for-profits must provide evidence of their not-for-profit status such as current Australian Charities and Not-for-profits Commission's (ACNC) Registration, or Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.
- Local councils in 'very remote' and 'remote' locations and other 'low rate-based councils' will be verified using the Australian Bureau of Statistics' Remoteness Structure and ratio of Financial Assistance Grant to Net Rate Income, as per the lists and methodologies at Appendices A and B, and do not need to provide separate evidence that they qualify for reduced co-contributions.

Failure to provide the required evidence may result in an Application being deemed ineligible or assessed for eligibility against the highest co-contribution category (i.e. at least 50 per cent of total project costs).

4.3 Who is not eligible to submit Project Proposals to Lead Agencies?

A Lead Agency may not apply for funding in respect of Project Proposals where:

- the Applicant or a delivery partner is an organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au), or
- the Applicant is:
 - an [Australian Government body](#) (including government business enterprises) or other entity that is wholly funded by the Australian Government
 - an individual
 - an overseas resident/organisation, or
 - any entity type not included in section 4.2.

With the exception of organisations included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme', any individual or entity may partner on a project led by

an eligible Applicant provided minimum co-contribution requirements are not met from Australian Government funding/funded sources (see section 3.1.2).

5 What the funding can be used for

5.1 Eligible funding activities

To be eligible projects must:

- have the primary purpose of increasing understanding of natural disaster impacts, building resilience to future natural disasters and/or reducing natural disaster risk, in line with the DRF's objectives (see section 2)
- be risk informed, aligned with plans and priority targeted, in accordance with the DRF's Investment Principles (see section 2)
- target one or more eligible natural hazard types (see section 5.1.1)
- involve one or more eligible activity types in the built, social, natural and/or economic domains (see section 5.1.2)
- deliver 'enduring benefits' (as defined in the Glossary) for a community or communities at risk of being affected by future natural disasters, in an eligible location (see section 5.2)
- meet requirements for eligible expenditure (see section 5.3), minimum project values (see section 3.1), co-contributions (see section 3.1) and maximum project duration (see section 3.2), where applicable

and must not:

- have commenced activities for which Commonwealth funding is being sought, or be completed, before Implementation Plans are endorsed
- have received Commonwealth funding from other sources to undertake the same activities
- be 'business as usual' as defined in the Glossary.

5.1.1 Eligible hazard types

Project activities can target any, or multiple, Natural Hazards, including:

- Bushfire (including any unplanned or uncontrolled fire affecting natural, cultural, industrial and residential landscapes).
- Flood (including coastal floods/coastal inundation, riverine floods, and flash floods).
- Cyclone (including cyclones, ex-tropical, and sub-tropical cyclones, and low pressure areas).
- Thunderstorm (including electrical storms and downbursts).
- Precipitation related hazards (including acid rain, blizzards and hail, but excluding drought).
- Wind related hazards (including tropical and subtropical storms, and tornados).
- Earthquake (including earthquake triggered hazards not listed below).
- Landslide (including avalanches, mud flows and rock slides).
- Other geohazards (including rock falls and sinkholes).
- Marine hazards (including storm surges and tsunamis).
- Terrestrial heatwave (a marked warming of the air, or the invasion of very warm air, over a large area that usually lasts from a few days to a few weeks, including extreme heat).
- Marine heatwave (temperatures being warmer than 90 per cent of the previous sea surface temperature observations at the same time of year over a 30-year period, for at least five days in a row).
- Extreme cold (including periods of marked and unusual cold weather).
- Air quality (including dust storms, sandstorms, pollen storms, and smoke).
- Environmental degradation (including coastal erosion, salinity, and sea level rise).
- Volcanic (including volcanic hazards and volcanic triggered hazards).

- Space weather (including geomagnetic storms, solar storms and meteorite impacts).

Drought,⁵ biological and virological (including biosecurity) hazards, and cyber-attacks are ineligible, however, projects which increase resilience in these areas are not excluded if they primarily target eligible natural hazards.

5.1.2 Eligible activity types and domains

Projects must fall into at least one of the following activity types and at least one of the domains listed below.

Activity types	Notional funding allocation
<ol style="list-style-type: none"> 1. Investment in grey infrastructure 2. Investment in green-blue infrastructure (including nature based solutions) 3. Investment in social infrastructure 4. Investment in natural hazard monitoring infrastructure 	\$138M
<ol style="list-style-type: none"> 5. Development of business cases and/or feasibility studies for future infrastructure (including investigation, modelling, concept planning and detailed design activities) 6. Projects that support 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. disaster risk assessments and frameworks) 7. Projects that deliver risk reduction plans at the community, regional and state levels to mitigate identified risks and impacts 8. Projects that strengthen representational and inclusive decision making by developing or improving governance networks and communities of practice, including the development and/or alignment of resilience and risk reduction strategies 9. Adaptation projects that improve land use planning and development practice projects, including but not limited to updating land use planning instruments and building codes 10. Projects, including social services and networks, 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 natural hazards 11. Projects that enable and incentivise private investment in disaster risk reduction 	\$59M

⁵ The Australian Government's [Future Drought Fund](#) provides \$100 million each year to support initiatives that build drought resilience.

Domains*

1. Built domain – Those human-made assets that underpin the functioning of a community. Examples include: buildings and other structures, cities and towns and utility networks.
2. Social domain – The relationships connected by networks of communication. Examples include: individuals, families and common interest groups that form whole communities, health and wellbeing, social welfare services, social capital, emergency services.
3. Natural domain – Encompasses the natural and cultural resources of the community. Examples include: ecosystems, coasts, heritage, water resources and land.
4. Economic domain – The system whereby the affected community's material and service needs are met through appropriate labour and employment, business development, land use, financial resources, and interaction with the broader economy. Examples include: insurance institutions, private sector, financial institutions, public sector.

* Definitions and examples drawn from the [Community Recovery Handbook](#), [Australian Disaster Recovery Framework](#) and the [National Climate Resilience and Adaptation Strategy 2021-2025](#).

Where a project spans multiple activity types and/or domains, the Application must identify one primary activity type and one primary domain that best describe the project. Applications may also identify one or more secondary activity types and/or domains that describe other project components.

Where a project has potential co-benefits (that is, benefits that go beyond the intended risk-reduction, resilience or knowledge outcomes of a project, such as broader benefits for insurance affordability or availability), these should be identified in the Application and supported by evidence (e.g. insurance impact estimates and/or detailed engineering specifications). NEMA may seek independent advice from relevant experts (e.g. insurance sector representatives) to inform the Panel's assessment of any claimed co-benefits.

For project activity types 1 to 4:

- Investment in infrastructure may include construction of new infrastructure or expanding or upgrading existing infrastructure with the primary purpose of reducing disaster risk or increasing resilience to future natural disasters, but cannot include standard capital works such as maintenance (including repairs) and renewal of roads, buildings, drainage networks, telecommunications, open spaces and other existing assets (see 'business as usual' definition in Glossary).
- Large-scale infrastructure that will deliver enduring disaster risk mitigation, resilience and safety benefits for communities is a key focus for Round Three. This includes projects such as the construction of flood levees, sea walls and drainage basins that seek to significantly reduce natural disaster risk, impacts and costs (including insurance costs) for communities in the long-term. To support this focus:
 - \$138 million has been notionally allocated in Round Three for project types 1 to 4 (infrastructure funding stream).
 - To be eligible and assessed for funding in the infrastructure funding stream, Applications must nominate one of these project types as their primary activity type in the Application form and ensure that the project meets the corresponding definition in the Glossary.
 - Ideally, projects should be 'shovel ready' at the time schedules are signed.

Examples of projects that are within scope for Round Three include, but are not limited to:

- Built domain projects:
 - Constructing or upgrading hazard mitigation infrastructure (e.g., levees, dykes, artificial reefs) including both grey and green-blue infrastructure.
 - Reducing risk and insurance costs in the built environment through resilient construction, retrofitting homes and retrofitting or upgrading public infrastructure.

- Building or purchasing structures and equipment to meet community needs during a disaster (e.g. shelters).
- Developing or upgrading natural hazard monitoring and/or early warning systems.
- Construction of culturally appropriate places and upgrades to remote community infrastructure to support First Nations people in times of disaster.
- Natural domain projects:
 - Nature-based solutions and environmental resilience initiatives such as sand nourishment on vulnerable coastlines.
- Social domain projects:
 - Updating and/or creating plans and strengthening governance arrangements for risk reduction, resilience and preparedness (at community, local government or state government level).
 - Improving understanding of hazards and disaster risk (e.g., hazard mapping, risk assessment)
 - Improving community resilience and preparedness through education, training and information dissemination.
 - Preparedness projects that integrate mental health care and needs of CALD communities into future disaster planning.
 - Supporting local government and community sector organisations to develop social capital, train staff or have materials in place prior to the impact of a natural hazard, including initiatives to support the most at-risk communities and/or cohorts at disproportionate disaster risk.
 - First Nations-led projects that improve community preparedness for and resilience to the impacts of future hazards.
- Economic domain projects:
 - Projects that enable and incentivise private investment in disaster risk reduction.

Examples of projects that are out of scope for Round Three include, but are not limited to:

- maintenance and repairs to roads, buildings, drainage networks and other existing infrastructure.
- projects that do not have the primary purpose of reducing natural disaster risk or increasing community resilience to future natural disasters.
- projects that will deliver temporary or short-term (i.e. non-enduring) benefits only.

5.2 Eligible locations

Projects **must** be delivered:

- within the Lead Agency's respective jurisdiction/s or area of operation, except where agreement to delivery in another Australian jurisdiction is sought and provided (i.e. for multi-jurisdictional projects); or
- within the Indian Ocean Territories of Christmas Island and the Cocos (Keeling) Islands.

5.3 Eligible expenditure

Lead Agencies may only spend, and must ensure that Applicants only spend, Australian Government funding provided under the DRF on eligible expenditure incurred on approved project activities as defined in Schedules and Implementation Plans.

To be eligible, the expenditure must:

- be incurred between the project start date and end date, as nominated in the Implementation Plan (required for audit purposes).
- be a direct cost of the project or of DRF program administration (see below and section 3.1.4)
- not be ineligible expenditure as outlined in section 5.4.

Eligible expenditure could include, for example:

- construction and/or procurement of materials, including supply costs, 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 existing assets so long as the upgrades meet the intent of the DRF objectives (see section 2) and are not business as usual activities as defined in the Glossary;
- community engagement and communications initiatives directly related to the delivery of the project;
- planning costs;
- reasonable project administration costs incurred by the Applicant, and/or Program Administration Costs incurred by Lead Agencies to administer the DRF in their region (see section 3.1.4).

Escalation costs including expected increases in labour and supply costs should be factored into budgets for each project. Contingency costs to account for unforeseen financial circumstances should also be factored into budgets for each project and be commensurate with the size and complexity of the proposed project. The \$200 million available in 2025-26 is expected to be fully allocated - the Australian Government will not provide further top-up funding or fund project cost overruns.

Project activities for which Commonwealth funding is sought must not commence until the project's Implementation Plan has been endorsed by NEMA and the Lead Agency has an executed funding agreement in place with the Applicant for the project.

5.4 What the funding cannot be used for

Lead Agencies must not spend, and must ensure that Applicants do not spend, Australian Government funding provided under the DRF on ineligible expenditure, 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').
- activities that do not have the primary purpose of increasing understanding of disaster impacts, building resilience to future disasters and/or reducing disaster risk
- retrospective costs and costs incurred prior to the Implementation Plan being endorsed
- purchase of land or existing infrastructure and essential services, including the costs associated with sub-division of land
- repair or replacement of existing infrastructure where there is no demonstrated significant increase in benefit
- 'business as usual' activities as defined in the Glossary. Applications must demonstrate why an activity is not 'business as usual'
- wages that are not related to the direct delivery of the funded activities
- costs incurred in the preparation of a grant Application or related documentation
- maintenance of existing machinery or infrastructure, including roads
- costs incurred by Applicants in the preparation of a DRF Project Proposal
- activities conducted outside of Australia
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- overseas travel
- interstate travel, where that interstate travel is not undertaken as part of a multi-jurisdictional project (see section 7.2.3)
- the introduction of plants, animals or other biological agents known to be, or that could become, environmental or agricultural weeds and pests, and
- activities undertaken primarily for commercial (profit-generating) purposes.

This list is not exhaustive. Other costs may be ineligible where the Program Delegate determines they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objectives of the program.

The Program Delegate will make the final decision on what constitutes ineligible expenditure and may impose limitations or exclude expenditure through Schedules and Implementation Plans and/or otherwise by notice to the Lead Agency.

NEMA will **not** support Applications 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).

6 The assessment criteria

All of the following assessment criteria must be addressed for each Project Proposal submitted as part of an Application.

Evidence should be provided to support claims made.

The amount of detail and supporting evidence provided should be relative to the project size, complexity and funding amount requested. Word limits (specified on the Application form) apply to each response.

Applications must achieve a score of at least 50 out of 100 (i.e. be rated suitable or highly suitable) to be considered for funding.

6.1 Criterion One – Contribution to disaster risk reduction, resilience and/or knowledge

Weighted 40 per cent

The Application and Project Proposal must demonstrate this through identifying how the project reduces disaster risk, increases resilience, adaptive capacity and/or preparedness for disasters, and/or contributes to understanding disaster risk.

This must include, at a minimum:

- the natural hazard/s the project is addressing, current and future risks posed to the target community (including consideration of climate change impacts) and how these have been assessed, or if there is limited or no existing hazard or risk information, how the project funding will contribute to increasing understanding of the hazard, level of risk and potential future disaster impacts;
- the benefits the project will deliver for the community during and beyond the term of funding, including the estimated level/s of disaster risk, resilience, and/or understanding prior to and upon conclusion of the proposed project, along with any enduring benefits (as defined in Glossary);
- how the project will avoid and manage the potential for maladaptation including any unintentionally negative social, environmental or economic outcomes; and
- for infrastructure projects, how climate change may impact the investment over its intended lifespan, and how these risks will or may be mitigated.

In addition:

- if the project seeks to improve understanding of natural hazards and disaster risk, the Project Proposal must outline how the new hazard and risk information will be shared with affected communities.
- if there are potential co-benefits associated with the project (i.e. benefits that go beyond intended risk reduction, resilience and knowledge outcomes, such as reduced insurance costs), these should be identified in the Application and supported by evidence.

The evidence provided to support this may include, but is not limited to:

- disaster risk data and modelling
- assessments by relevant experts or industry bodies

- insurance impact estimates and/or detailed engineering specifications to help with assessing any insurance co-benefits.

6.2 Criterion Two – Alignment with national and state/territory/local disaster resilience and risk reduction plans, strategies and frameworks

Weighted 30 per cent

The Application and Project Proposal must demonstrate this through identifying:

- how the project meets one or more of the DRF objectives (see section 2) and aligns with one or more of the priorities, outcomes and/or national actions identified in the Second National Action Plan; and
- how the project aligns with and/or supports delivery of any existing state, territory, local government or community disaster risk reduction or adaptation plans, policies or frameworks, or how the project will develop or contribute to development of these policies, plans or frameworks where they do not currently exist.

The evidence provided to support this may include, but is not limited to:

- relevant state, territory or local plans, policies or frameworks

6.3 Criterion Three – Capacity, capability and resources to deliver the project

Weighted 30 per cent

The Application and Project Proposal must demonstrate this through identifying:

- the Applicant's track record managing similar projects and access to personnel and/or partners with the right skills and experience
- sound project planning to manage and complete the project, which addresses scope, implementation methodology, timeframes, budget, community consultation, and risk management
- robust consultation with and support from local government(s) and/or affected communities, including First Nations communities where relevant (see section 7.3), or compelling reasons for not having consulted
- compliance with relevant legislative requirements, government policies and industry standards, such as:
 - where Aboriginal and Torres Strait Islander people will be impacted by the project, how the project will ensure cultural safety in any service delivery?
 - where the project will affect the particular interests of Aboriginal and Torres Strait Islander people, how the project aligns with the National Agreement on Closing the Gap Priority Reforms and/or will contribute to progress against targets?
- readiness to formally commence the project once Implementation Plans are endorsed and ability to deliver the project within the maximum project period
- value with relevant money as defined and having regard to the cost benefit considerations outlined in the Glossary, including but not limited to:
 - the extent to which the project will contribute to meeting the Program objectives and outcomes.
 - the nature (new investment vs historical investments) and amount of amount of the co-contribution relative to the amount of Commonwealth funding being sought.
 - the percentage of costs to be spent on project administration (excluding the Administration Funding provided to Lead Agencies for Program Administration Costs).
 - risks that the project or Applicant (including any of its partners) poses for NEMA and the Commonwealth.

- why the project is not able to be funded through other potentially more appropriate sources, where applicable.

In addition, for infrastructure projects, the Application must demonstrate:

- how the infrastructure and benefits of the project will be operated and maintained into the future
- steps taken to get the project ready including:
 - the status of required regulatory and/or development approvals
 - project designs and costings
 - authority from the land or infrastructure owner to undertake the project at the nominated site(s)
 - funding contributions from all sources.

The evidence provided to support this must include, but is not limited to:

- For all project types:
 - a clear business case for the proposal, including a project plan, budget and risk management plan commensurate with the size and scale of the project
 - cost estimates prepared by a quantity surveyor or other relevant professional (e.g. actuarial or accounting advice that verifies project costs are accurate and realistic, ideally less than 12 months old) for projects valued over \$1 million, or quotes or cost estimates prepared by the Applicant (ideally less than 6 months old) for projects valued under \$1 million.

Note: all estimates must include a contingency as a separate line item (minimum of 10 per cent, but consideration of a higher contingency up to 30 per cent for projects in complex or remote delivery environments is recommended).
- In addition, for infrastructure projects:
 - a cost benefit analysis
 - copies of relevant designs and approvals (e.g. schematic plans, planning permits, development and building approvals, etc)
 - evidence that the Applicant either owns the land/infrastructure being built/upgraded upon or has the landowner's permission to use the land/infrastructure.

7 How to apply

It is important that Applicants read and understand these guidelines and any supplementary information or instructions published by NEMA to ensure they understand the requirements for Project Proposals.

These guidelines may be found at [GrantConnect](#) and on [NEMA's website](#). Any alterations and addenda⁶ will be published on both websites. By registering on the [GrantConnect](#) website, you will be automatically notified of any changes to these guidelines.

Applicants should also ensure they read and understand any information or instructions published by Lead Agencies in relation to the process for submitting Project Proposals. Lead Agencies' websites provide

⁶ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for Applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

information about the process for submitting Project Proposals in their respective states and territories. A list of Lead Agency contacts for the DRF Program is available on [NEMA's website](#).

Applicants should check these websites regularly for any updates.

7.1 Role of Lead Agencies

Lead Agencies are responsible for coordinating DRF Project Proposals in their respective jurisdictions and will:

- receive DRF Project Proposals from Applicants;
- conduct an initial assessment of DRF Project Proposals and allocate indicative ratings/rankings;
- seek ministerial endorsement of and submit the most competitive DRF Project Proposals as Applications to NEMA for funding in accordance with these Guidelines; and
- if a Project Proposal is successful, administer funding, including managing delivery of projects, making payments to Project Proponents and reporting to NEMA.

As part of their coordinating role, Lead Agencies are expected to:

- share information about the DRF and their processes for receiving Project Proposals as widely as possible with potential Applicants in their jurisdictions via their websites and, where possible, other channels.
- accept Project Proposal submissions from Applicants up until the closing date and time for submissions to state and territory Lead Agencies, irrespective of whether Applicants have participated in any prior state-run expression of interest processes.
- undertake their role in a manner consistent with the probity and privacy requirements set out in section 13 of these Guidelines.
- provide an avenue for Applicants to seek feedback on Project Proposals, including those not submitted to NEMA, noting that NEMA will provide feedback to Lead Agencies on all Applications assessed by the Assessment Panel.

7.2 Submitting Project Proposals to Lead Agencies

Applicants must submit Project Proposals to Lead Agencies.

In most cases, submission will be to the Lead Agency in the state or territory where the project will be delivered (standard Application pathway, see section 7.2.1).

The only exceptions to this are:

- Applicants who have developed Project Proposals for delivery in the Indian Ocean Territories must apply through the Lead Agency for Western Australia (see section 7.2.2).
- Applicants who have developed Project Proposals that involve collaboration and delivery across multiple states and territories must apply through one Lead Agency; this will typically, although not always be, the Lead Agency in the state or territory where the Applicant is based (see section 7.2.3).

Applicants (other than Lead Agencies) **cannot** submit Project Proposals directly to NEMA.

To submit a Project Proposal, Applicants must:

- complete the Project Proposal form issued by the relevant Lead Agency (note: this will be based on a standard Application form developed by NEMA, but may differ slightly between jurisdictions depending on the application system used by each state or territory Lead Agency).
- provide all the information requested by the Lead Agency.
- address all eligibility criteria and assessment criteria set out in these Guidelines.
- include all necessary attachments.
- submit their Project Proposal/s to the relevant Lead Agency by 5:00pm (local time in their jurisdiction) on 2 April 2025.

Applicants should refer to the website of their relevant Lead Agency (Lead Agencies are listed on [NEMA's website](#)) for further details on the Project Proposal form and submission process, noting that requirements may vary by state and territory.

Applicants are responsible for ensuring that their Project Proposal is complete and accurate. Knowingly giving false or misleading information can be a serious offence under the [Criminal Code Act 1995 \(Cth\)](#). NEMA will investigate any false or misleading information and may exclude an Application from further consideration.

If Applicants find an error in their Project Proposal after submitting it to a Lead Agency, they should contact the relevant Lead Agency immediately. Lead Agencies do not have to accept any additional information, or requests to correct/amend Applications after the closing time.

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

If Applicants need further guidance about the submission process they should contact their relevant Lead Agency in the first instance. Where necessary, Lead Agencies will liaise with NEMA to obtain any further information required.

Applicants may submit multiple Project Proposals, including for similar projects tailored for delivery in different states and/or territories, however separate and unique co-contributions must be provided for each project.

7.2.1 Standard Application pathway

Where a project will be delivered in one state or territory only, Applicants must submit Project Proposals through the Lead Agency in the relevant state or territory. Applicants should refer to the relevant Lead Agency's website for details of their submission process.

Lead Agencies will:

- vet these proposals and undertake quality assurance checks to ensure submissions meet eligibility criteria as outlined in these guidelines and are accurate and complete
- determine an indicative score and rating for each Project Proposal ('Highly Suitable', 'Suitable' or 'Not Suitable') based on the DRF assessment criteria and rating matrix outlined in these Guidelines, noting that:
 - appropriate mechanisms must be in place to ensure impartiality
 - only proposals rated 'Highly Suitable' or 'Suitable' can be submitted to NEMA for assessment
- consider Project Proposals against state or territory priorities as outlined in any publicly available disaster plans or strategies and assign each 'Highly Suitable' and 'Suitable' project a priority ranking ('High', 'Medium', 'Low'), noting that the Assessment Panel may take this into account in scoring projects, including against assessment criterion 2.
- submit the most competitive (top rated based on indicative scores) 'Highly Suitable' and 'Suitable' Project Proposals, including their respective ratings and rankings, to NEMA up to the applicable Application cap (see section 7.7).

The Lead Agency must seek the relevant Minister's⁷ endorsement (written agreement) of all Project Proposals submitted to NEMA (see section 7.7.1). This should include endorsement of any co-contributions

⁷ NEMA 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). For the Indian Ocean Territories this is the Australian Government Minister responsible for Territories.

being provided by the Lead Agency, except where in-principle agreement will be provided.

7.2.2 Indian Ocean Territories pathway

Applicants wishing to deliver projects in the Indian Ocean Territories (IOTs) must submit Project Proposals to the Lead Agency for Western Australia.

The Lead Agency for Western Australia will:

- following the close of Project Proposals to Lead Agencies, provide these proposals to the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Department of Infrastructure) for initial assessment
- following receipt of an endorsed list of 'Highly Suitable' and 'Suitable' projects from the Department of Infrastructure, submit these projects and the responsible Australian Government Minister's endorsement to NEMA, noting that IOT projects will not count towards the Application cap for Western Australia
- receive funding for any successful projects (including Administrative Funding – see section 3.1.4) and be responsible for working with Project Proponents to develop Implementation Plans, establish funding agreements, manage payments and report to NEMA.

The Department of Infrastructure will:

- communicate the Round Three grant opportunity in the IOTs
- following the receipt of IOT Project Proposals from the Lead Agency, vet, rate and rank each project following the same process outlined in section 7.2.1
- identify the most competitive (top rated based on indicative scores) Project Proposals from each IOT up to their respective Application caps, and seek endorsement for these proposals from the Australian Government Minister responsible for Territories
- provide the endorsed list of 'Highly Suitable' and 'Suitable' projects along with the Department of Infrastructure's ratings and rankings for these projects to the Lead Agency for Western Australia to submit to NEMA
- inform IOT Applicants of outcomes and pass on feedback from NEMA following the announcement of outcomes.

Any Indian Ocean Territories Project Proposals will not count as part of the Application cap for Western Australia.

7.2.3 Multi-jurisdictional and national project pathway

Multi-jurisdictional and national projects involve collaboration and delivery across multiple (or all) states and/or territories.

Applicants developing these proposals must submit their Project Proposal to:

- the Lead Agency in the jurisdiction that stands to benefit most from the project (i.e. where most activities are to be conducted and/or most funds are to be expended), or
- where jurisdictions stand to benefit equally from a project:
 - the Lead Agency in the jurisdiction where the Applicant is based provided that jurisdiction is a beneficiary of the project, or
 - if the jurisdiction where the Applicant is based is not a beneficiary, any one of the Lead Agencies in relevant jurisdictions.

The Applicant is responsible for:

- developing the Project Proposal, including a clear business case, and providing any evidence/attachments required as part of the assessment criteria and under sections 4.2 and 7.6.

- obtaining letters of support from all delivery partners who are contributing financially or in-kind to the project, outlining their respective roles, responsibilities and contributions, and submitting these as attachments to the Project Proposal, noting that:
 - Lead Agencies need only be named as partners on a Project Proposal where they will be directly contributing to the project, either financially or in-kind.
 - NEMA will provide a template through Lead Agencies that can be used for this purpose.
- obtaining confirmation in writing from the Lead Agencies in relevant states and territories that they have no objections in principle to the project being implemented in their jurisdictions (i.e. subject to any relevant approvals being obtained), and submitting these as attachments to the Project Proposal, noting that:
 - the coordinating Lead Agency should be copied in to any confirmation requests and responses for their visibility
 - NEMA will provide a template through Lead Agencies that can be used for this purpose.

The Lead Agency through which the Applicant is applying (the coordinating Lead Agency) will:

- vet, rate and rank the project following the same process as outlined in section 7.2.1.
- submit the Project Proposal to NEMA provided it is rated 'Highly Suitable' or 'Suitable', noting that multijurisdictional and national projects do not count towards Application caps.
- obtain endorsement (i.e. written agreement) of the Project Proposal from its relevant minister and submit this as part of, and in accordance with, the process at section 7.7.1, noting that:
 - other states and territories in which the project is being delivered do not need to provide formal ministerial endorsement, however must confirm that they have no objections to the project being implemented in their jurisdictions as outlined above.
- if the project is successful, receive funding for the project (including Administrative Funding – see section 3.1.4) and be responsible for making payments to the Applicant and reporting to NEMA.

These projects will not contribute to the baseline funding or Application cap of any state or territory (see sections 3.1.3 and 7.7).

7.2.4 Joint Project Proposals

The Australian Government recognises that some organisations may want to join together as a group to deliver a project.

In these circumstances, a lead organisation⁸ must be appointed as the Applicant in respect of a Project Proposal.

The Project Proposal and Application must identify all delivery partners for the project, their respective contributions to the project and include a letter of support from each delivery partner (see section 7.6). Each named delivery partner must contribute financially and/or in kind to the project.

Lead Agencies must ensure that successful Applicants have binding arrangements in place with all delivery partners prior to the signing of schedules.

⁸ The lead organisation is responsible for submitting the Project Proposal to the relevant Lead Agency and, if successful, entering into the grant agreement with the Lead Agency.

7.3 Consultation with affected communities

Unless there are compelling reasons for not doing so,⁹ Applicants must have meaningfully consulted with relevant local governments and affected communities, including any affected First Nations communities, before submitting a Project Proposal with a place-based focus.

In addition and in keeping with commitments under the National Agreement on Closing the Gap (see section 7.4), Applicants must have meaningfully consulted with relevant First Nations communities wherever their particular interests are affected by a proposed project (i.e. in ways not felt by the general population), irrespective of whether the project is place-based.

Evidence of any required consultation, or compelling reasons for not consulting in these cases, must be provided as part of the Application and will be taken into account in scoring Applications against assessment criterion 3. Applicants should consider this in development of their Project Proposal.

7.4 National Agreement on Closing the Gap

The National Agreement on Closing the Gap was developed in a genuine partnership between Australian Governments and Aboriginal and Torres Strait Islander peak organisations. The National Agreement sets out ambitious targets and Priority Reforms that change the way governments work to improve outcomes for Aboriginal and Torres Strait Islander people. All projects affecting Aboriginal and Torres Strait Islander people must have cultural safety embedded in any service offering.

The DRF contributes to Closing the Gap (CtG) between Indigenous and non-Indigenous Australians by providing grant funding for activities that address areas of need for Indigenous Australians and align with CtG Priority Reforms. Under Priority Reform Three, governments commit to engaging with Aboriginal and Torres Strait Islander representatives before, during, and after emergencies such as natural hazard events and pandemics to make sure that:

- government decisions take account of the impact of those decisions on Aboriginal and Torres Strait Islander people
- Aboriginal and Torres Strait Islander people are not disproportionately affected and can recover as quickly as other Australians from social and economic impacts.

Lead Agencies should consider how they will ensure the coordination of the DRF in their jurisdiction will align with the CtG Priority Reforms and/or contribute to CtG Targets. Applicants should consider this in project development.

For more information on CtG go to <https://www.closingthegap.gov.au/>

7.5 Accessibility considerations

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.

Lead Agencies should consider how they will ensure the coordination of the DRF in their jurisdiction will be accessible to people from CALD backgrounds, and Applicants should consider this in project development. For example, communications, projects, activities or events may require the use of professional translating or

⁹ For example, an infrastructure upgrade on land owned by the Applicant, where the Applicant is also the relevant Local Council.

interpreting services in order to communicate with clients who have limited English proficiency. Any costs for translating and interpreting services should be factored into project budgets.

[Australia's Disability Strategy 2021-2031](#) (ADS) is Australia's overarching policy framework that provides national leadership towards an inclusive Australian society that ensures people with disability can fulfil their potential, as equal members of the community. An ADS policy priority is *'disaster preparedness, risk management plans and public emergency responses are inclusive of people with disability, and support their physical and mental health, and wellbeing.'* Lead Agencies and Applicants should consider the ADS and accessibility in development of DRF projects.

7.6 Attachments to the Project Proposal

Applicants must submit the following documents as attachments to their Project Proposals:

- evidence of the Applicant type (e.g. ABN, not-for-profit registration or ORIC registration) for eligibility and co-contribution purposes
- a clear business case for the proposal, including a project plan, budget and risk management plan commensurate with the size and scale of the project
- evidence of consultation or compelling reasons for not consulting, where required under section 7.3.
- cost estimates prepared by a quantity surveyor or other relevant professional (e.g. actuarial or accounting advice that verifies project costs are accurate and realistic, ideally less than 12 months old) for projects valued over \$1 million, or quotes or cost estimates prepared by the Applicant (ideally less than 6 months old) for projects valued under \$1 million.

Note: all estimates must include a contingency as a separate line item (minimum of 10 per cent, but consideration of a higher contingency up to 30 per cent for projects in complex or remote delivery environments is recommended).

- additionally, for infrastructure projects:
 - a cost benefit analysis
 - copies of relevant designs and approvals (e.g. schematic plans, planning permits, development and building approvals, etc)
 - evidence that the Applicant either owns the land/infrastructure being built/upgraded upon or has the landowner's permission to use the land/infrastructure
- additionally, for joint Applications (see section 7.2.4), letters of support from each delivery partner listed in the Application, including:
 - details of the delivery partner
 - an overview of how the delivery partner will work with the Applicant and any other delivery partners in the group to successfully complete the project
 - an outline of the relevant experience and/or expertise the delivery partner will bring to the group
 - the roles/responsibilities the delivery partner will undertake, and the resources (financial or in-kind) that it will contribute

Note: NEMA will provide a template through Lead Agencies that can be used for this purpose.

- additionally, for multi-jurisdictional and national projects (see section 7.2.3), confirmation in writing from the Lead Agencies in relevant states and territories that they have no objections in principle to the project being implemented in their jurisdictions

Note: NEMA will provide a template through Lead Agencies that can be used for this purpose.

Failure to provide this information may result in a Project Proposal, and any subsequent Application to NEMA that includes the Project Proposal, being ruled ineligible (e.g. if evidence of entity type is not provided) or be taken into account in assessing an Application (e.g. if evidence of consultation, cost estimates or partner support is missing in circumstances where they are required).

Applicants may provide up to eight additional (optional) attachments per project in support of their Project Proposal (e.g. evidence that supports claims made against the assessment criteria). Where optional attachments are provided, Applicants must reference these in their responses to the assessment criteria and identify the document name or attachment number.

For all supporting documents (both mandatory and optional), the amount of detail provided should be commensurate with the project size, complexity and grant amount requested (e.g. greater detail would be expected in the business case and budget for a \$5 million project compared with a \$250,000 project). Individual file sizes cannot be greater than 10MB.

7.7 Submitting Applications for funding to NEMA

Lead Agencies must submit Applications to NEMA through NEMA’s online application portal by the published closing date for Applications to NEMA. As noted in section 7.2, Applicants (other than Lead Agencies) must apply through Lead Agencies and cannot submit Applications directly to NEMA.

NEMA will provide Lead Agencies with instructions and guidance on how to apply through NEMA’s application portal. An offline Application form will also be made available to Lead Agencies and Applicants (through Lead Agencies) to assist with preparing Project Proposals and Applications.

To ensure that only the most competitive Applications are considered by the Australian Government’s Assessment Panel, the number of Applications that each jurisdiction may submit to NEMA has been capped in Round Three per the table below.

Table 1: Lead Agency Application caps for Round Three

Jurisdiction	Maximum number of Applications that can be submitted to NEMA*
Cocos (Keeling) Islands	5
Christmas Island	5
Northern Territory	30
Australian Capital Territory	30
Tasmania	40
South Australia	50
Western Australia	50
Queensland	60
Victoria	60
New South Wales	60

* Application caps take into account the relative populations and number of Applications submitted by each state and territory in previous rounds, as well as the time and resources available to assess Applications from all states and territories.

Guidance on the approach that Lead Agencies are expected to take in determining which Project Proposals to submit to NEMA within their respective caps is provided in section 7.2.1.

For each Project Proposal that Lead Agencies intend to submit, Lead Agencies must:

- complete the online Application form in NEMA’s application portal, ensuring that
 - all information requested in the online form has been entered
 - responses to all eligibility criteria and assessment criteria have been provided

- all mandatory and any other supporting documents have been attached (see section 7.6)
- submit the online Application to NEMA via the portal by 5:00pm AEST on 30 May 2025.

Lead Agencies will not be required to submit an overarching cover sheet in Round Three. NEMA will instead collect this information via other means, where needed – for example:

- intention to apply for administrative funding of up to 1.52 per cent of total project amount awarded will be confirmed between NEMA and Lead Agencies via email
- ministerial endorsements are to be submitted to NEMA via email (see section 7.7.1).

Lead Agencies are responsible for ensuring that Applications are complete and accurate. Knowingly giving false or misleading information can be a serious offence under the [Criminal Code Act 1995 \(Cth\)](#). If NEMA considers that false or misleading information has been provided in an Application, the Application may be excluded from further consideration.

If Lead Agencies find an error in an Application after submitting it to NEMA, they should contact NEMA as soon as possible, noting that once the closing time for Applications has passed, the Application is considered final and no changes may be made except in limited circumstances (e.g. correction of an error that does not materially change the Application). The acceptance of any changes after the submission of an Application is at the discretion of the Program Delegate, and may be refused if deemed to be supplementary information, in fairness to other Lead Agencies and Applicants.

NEMA will only accept a late Application where a Lead Agency can demonstrate exceptional circumstances will prevent them from submitting the Application by the closing date. Only the Program Delegate may approve the receipt and consideration of a late Application, and will only do so when it would be fair to allow the Application to be received late. Requests to submit a late Application should be provided to NEMA before the closing date.

Applications may be withdrawn at any time by written notice from the Lead Agency to NEMA at disaster.ready@nema.gov.au.¹⁰

Eligibility and merit will be determined based on the information submitted. As such, unless requested by the Program Delegate or Panel, NEMA will not contact Lead Agencies for clarification on any aspect of an Application, including any suspected errors, missing information, or lack of evidence.

If an Application is ruled ineligible by the Program Delegate, NEMA will advise the Lead Agency in writing and the Application will be excluded from further consideration.¹⁰

If Lead Agencies need further guidance around the Application process or if they are unable to submit an Application online they should contact NEMA at disaster.ready@nema.gov.au in advance of the closing date and time.

Lead Agencies should keep a copy of their Application and any supporting documents.

7.7.1 Ministerial endorsement

The Lead Agency must provide written endorsement (i.e. agreement in writing) from the relevant minister(s) in that state or territory (ministerial endorsement) of the projects submitted to NEMA, including any multi-jurisdictional and national projects it is submitting.

¹⁰ Lead Agencies are not entitled to submit additional projects in place of projects that are withdrawn or found to be ineligible after the closing date and time.

Ministerial endorsement should include the titles and amounts 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 AEST 13 June 2025** (i.e. two weeks after the close of Applications to NEMA). Any additional extensions to this must be sought in writing and the decision to grant additional extensions is at the discretion of the Program Delegate.

Any projects that do not receive endorsement from the relevant minister(s) will not be considered further in the assessment process.

7.8 Timing of funding opportunity processes

Applicants may only submit Project Proposals to Lead Agencies, and Lead Agencies can only submit an Application for funding to NEMA, between the published opening and closing dates.

Expected timing for assessment and post-award processes is shown in the table below.

Table 2: Expected timing for assessment and post-award processes

Activity	Timeframe*
Initial rating and ranking of Project Proposals by Lead Agencies	April 2025 to May 2025
Assessment of Lead Agency Applications by the Australian Government	May 2025 to August 2025
Outcome announcements	From September 2025
Schedules signed and funding delivered to Lead Agencies	Late 2025
Implementation Plans endorsed and payments to Applicants from Lead Agencies. Projects formally commence.	From early 2026

* This timeline is provided as a guide only and subject to change. While every care will be taken to expedite the time from announcement to payment, Applicants should be aware that they may not receive funding for several months or more after announcement.

NEMA expects that Lead Agencies will be able to formally commence projects as soon as Implementation Plans are endorsed, or as otherwise agreed through those Plans.

7.9 Questions during the application process

Applicants developing Project Proposals should direct their enquiries to the Lead Agency in their state or territory.

Lead Agencies should direct questions to NEMA through: disaster.ready@nema.gov.au. NEMA aims to provide responses to questions within three (3) working days. If applicable, answers to questions will be posted in the Frequently Asked Questions on NEMA's website: www.nema.gov.au.

Please note that questions related to Round Three Applications should be submitted early in the application process to ensure they can be appropriately actioned prior to the Application deadline.

8 The grant selection process

8.1 Assessment of Applications

8.1.1 Eligibility and compliance checks

NEMA will first review all Applications submitted by Lead Agencies against the co-contribution requirements and eligibility criteria in sections 3, 4 and 5, and for compliance with the evidence and Application requirements in sections 6 and 7.

The Program Delegate will be the final decision maker on eligibility and compliance, and may:

- seek advice from Australian Government agencies and/or the Assessment Panel where that advice is needed to reach a determination
- review eligibility rulings at any point in the assessment process up to the signing of schedules.

Ineligible Applications will be excluded from further consideration in the assessment process. Applicants will be notified by Lead Agencies if an Application relating to their Project Proposal is ruled ineligible.

Instances of non-compliance with section 6 and 7 requirements will be flagged with the DRF Assessment Panel for consideration in its assessment of Applications against the assessment criteria (e.g. failure to provide the required cost estimates for an infrastructure project may result in the project receiving a lower score against assessment criterion 3).

For probity reasons, NEMA is unable to provide advice or rulings on the eligibility or compliance of Project Proposals prior to Application submission.

8.1.2 Interdepartmental and external advice

Concurrent with eligibility and compliance checks, relevant Australian Government agencies and business areas within NEMA will be engaged to provide advice on the following matters:

- any other Commonwealth funding that has been provided or sought for each project (i.e. double-dipping);
- whether projects could potentially be funded through other more appropriate sources; and
- any other information (i.e. sensitivities) that would support the Panel in its deliberations.

Where needed, NEMA may also seek advice on any claimed co-benefits (i.e. insurance cost benefits) or other matters related to Applications from external sources, including other Commonwealth entities and non-government entities (where real or perceived conflicts of interest can be managed), to inform the Assessment Panel's assessment of Applications.

All parties who provide advice in this process will be required to perform their duties in accordance with the DRF probity plan, including the completion of conflict of interest and confidentiality forms before receiving Application details.

8.1.3 Competitive merit assessment

Applications that meet the eligibility criteria will be assessed for merit against the assessment criteria, including consideration of value with relevant money, by a DRF Assessment Panel (the Panel). Funding recommendations will then be determined by the Panel taking into account merit and other relevant considerations, including Investment Principle 4 which requires the Panel to consider equity and diversity, as outlined below.

NEMA will establish and chair the Panel, comprising members agreed by the Program Delegate.

The Chair of the Panel will be responsible for chairing panel meetings, overseeing the operation of the panel and supporting the established standards of probity, including management of conflicts of interest.

Panel members may be drawn from relevant Australian Government agencies and advisory bodies with expertise in disaster risk reduction and resilience across the four domains. The Panel may also include First Nations representatives and infrastructure experts to provide specialist advice in these areas, where needed.

An independent probity advisor will be appointed by NEMA to provide probity advice, briefings and support to the Program Delegate and Panel.

Prior to Panel assessment commencing, NEMA will provide the Panel with background information, a probity briefing including the DRF probity plan and forms, and details of the assessment process including an assessment framework.

All Panel members must also sign and return conflict of interest and confidentiality forms provided as part of the probity briefing, and read all other briefing material before commencing their assessment.

The Panel will consider eligible Applications in two stages, as outlined below.

1. Preliminary (independent) assessment:

- i. Each Panel member including the Chair will be assigned a subset of Applications to independently score against the three assessment criteria. In undertaking this step:
 - Application assignments will take into account Panel members' disclosed interests and respective areas of expertise and availabilities.
 - NEMA will endeavour to obtain a consistent number of independent assessments (ideally, at least three) for each Application. However, where this is not possible (due, for example, to timing, workload, conflict of interest or other constraints), a minimum requirement of two Panel member assessments per Application will apply.
 - NEMA will flag any interdepartmental and external advice received during the pre-assessment stages, along with any compliance (e.g. evidence) or eligibility concerns identified by NEMA, for Panel members to consider and advise on, as needed.
 - Panel members will be required to provide a score out of 10 for each criterion, which will be adjusted for each criterion's weighting to give a total score out of 100, and to provide brief comments justifying their scores.
 - Panel members may take into account the priority rankings ('High', 'Medium' or 'Low') assigned by Lead Agencies in scoring projects against assessment criterion 2.
 - Panel members may ask NEMA to seek clarification or additional information from Lead Agencies in order to resolve an ambiguity or inconsistency within an Application provided it will not materially change the nature of the Application or cause unfairness to other Applicants.
- ii. The total scores for each Application will then be averaged and standardised to generate a preliminary overall score and rating in accordance with Table 3 below.
- iii. Based on these overall scores and ratings, a preliminary ranked list will be generated by NEMA for the Panel to consider in stage 2. In preparing this list, NEMA will:
 - check that the minimum number of assessments per Application have been provided and, if the minimum hasn't been reached, seek to identify alternative Panel members to review and score those Applications ahead of the Panel meeting or flag those Applications for the Panel to score as a whole during the Panel meeting.

- identify any outlier scores (i.e. where Panel members' total scores for an Application differ by 30 points or more) and unresolved queries raised by Panel members during preliminary assessment, and flag these for discussion during the Panel meeting.
- identify the least-competitive Applications (bottom 20 per cent of Applications based on preliminary overall scores) and move these to a separate Not For Further Consideration (NFFC) list.
- check for any Applications not on the NFFC list that received a total score of less than 50 (i.e. 'Not Suitable/Not Recommended' rating) from any one or more individual Panel members, and flag these for discussion at the Panel meeting.

Table 3 – Application rating matrix

Rating Title	Description
Highly Suitable (average score across the three assessment criteria of 80 or more out of 100)	An excellent Application that demonstrates strong alignment with the DRF assessment criteria. The project has clearly articulated with well-defined objectives and scope, and is supported by strong evidence (qualitative and/or quantitative) to demonstrate the project will achieve its aims. Risks to project success may be present, but the Application has identified mitigation strategies and controls to manage the risk.
Suitable (average score across the three assessment criteria of between 50 and 79 out of 100)	A good Application that demonstrates alignment with the DRF assessment criteria. The project has sound objectives and is supported by evidence (qualitative and/or quantitative) to demonstrate its positive impact. Risks to project success may be present, but the Application has identified mitigation strategies and controls to manage the risk.
Not Suitable/ Not Recommended (average score across the three assessment criteria of less than 50 out of 100)	An unsatisfactory response with uncertainty as to the project's relevance, feasibility and/or likely impact, including inadequate links to the DRF's Objectives and value with relevant money considerations. May contain significant risks that prevent the project from succeeding.

2. Final (Panel meeting) assessment:

Following the completion of preliminary assessment, the Panel will meet to finalise Application scores and to agree on funding recommendations as follows:

- i. Conflicts of interest – the Chair will identify any Panel members who have previously identified conflicts of interest with Applications, and invite panel members to disclose any further interests. The Program Delegate will provide advice on the management of any conflicts (e.g. members with high conflicts of interest may be asked to leave the room during the Panel's discussion of conflicted Applications).

- ii. Scoring quorum – the Chair will confirm that all eligible Applications have received a consistent number of assessments (ideally three, but at least two, Panel member assessments per Application). Any projects that have not achieved a scoring quorum will be reviewed and scored by the Panel as a whole during the meeting.
- iii. Least competitive Applications – the NFFC list will be presented to the Panel. Panel Members will be given the opportunity to discuss Applications on the NFFC list by exception (i.e. those with outlier scores or which Panel members have specifically requested be discussed) and to agree on final scores. Following this process, Applications that remain in the bottom 20 per cent based on final scores will not be considered further in the assessment process unless notional funding allocations (e.g. \$138 million for infrastructure projects), baseline funding guarantees or equity and diversity requirements (Investment Principle 4) under the DRF Guidelines cannot be met. Should this occur, the Panel may select and recommend Applications from the NFFC list to meet these allocations and requirements, but only where projects satisfy all eligibility requirements and achieve a minimum rating of ‘Suitable’ through the Panel assessment process.
- iv. Most competitive Applications – a preliminary ranked list of the most competitive Applications (top 80 per cent of Applications ranked by preliminary overall scores) will be presented to the Panel. Members will be given the opportunity to discuss these Applications by exception (i.e. those with outlier scores, those that received a score of less than 50 out of 100 from one or more Panel members, or those which Panel members have specifically requested be discussed) and to agree on final scores.
- v. Funding recommendations – a provisional set of funding recommendations will be presented to the Panel based on final scores, with the highest scoring Applications within each funding stream provisionally ‘recommended for funding’ up to the notional funding amount for each stream (i.e. \$138 million for infrastructure projects and \$59 million for other projects). The Panel will then review and may adjust these recommendations taking into account relevant considerations and requirements as follows:
 - baseline and administrative funding allocations for states and territories to support equitable distribution and Program Administration Costs (see sections 3.1.3 and 3.1.4).
 - Investment Principle 4, which requires the Panel to consider equity with respect to the types of projects, the appropriateness of the geographic and thematic split of projects, and relative benefit per capita (population impact), in acknowledgement that the DRF is national in scope with a variety of project activity types. ‘Equity’ does not mean an equal split of funding.
 - any national interest, financial, legal, regulatory, governance or other issue or risk that is identified during any due diligence processes conducted in respect of each project.
 - state and territory priority rankings assigned by Lead Agencies.
 - the intended objectives and outcomes of the Program, including any focus areas for the Round Three.

In undertaking its assessment and developing funding recommendations, the Panel:

- will consider whether Applications provide value with relevant money as part of assessment criterion 3, including the extent to which project plans, budgets and other documentation demonstrate that projects will contribute to meeting Program objectives and outcomes.
- may group Applications, including by funding stream, activity type, hazard type or by Lead Agency.
- may recommend partial funding for projects following discussion with the Lead Agency (through NEMA) to determine whether the project is capable of proceeding without full funding. In this case, NEMA will negotiate project and funding details with the Lead Agency through the Schedule negotiation process.
- may recommend more or less money than the notional funding allocations be awarded to projects in either stream, provided a clear justification exists (e.g. insufficient suitable Applications in a particular stream or there is a need to fund additional projects from one stream in order to meet baseline funding guarantees) and the total of all funding recommendations and associated Administrative Funding does not exceed the funding envelope for Round Three (\$200 million).
- may, at the conclusion of the Panel assessment process, recommend that any residual funds across the two streams be combined and used to partially or fully fund one or more other suitable projects in either stream, taking into account their final scores, Investment Principle 4 and any stated focus areas for the round.
- will aim to reach a consensus on final scores and funding recommendations. Where this is not possible, the Chair (or acting Chair) of the Panel will have the final say, but dissenting views will be recorded in the reasons for the relevant recommendations.

A quorum of more than 50 per cent of Panel members, including the Chair (or acting Chair), must be present for the meeting. For Applications where the Chair is conflicted or otherwise unavailable, the Assistant Chair will act in the role. Where multiple conflicts arise, other Panel members may be called on to act as Chair.

Throughout the meeting, minutes capturing key discussion points, decisions (including reasons) and recommendations will be recorded.

Following the meeting, NEMA:

- may seek additional advice and recommendations from the Panel in relation to any matters outstanding at, or that arise following, the conclusion of the Panel meeting.
- will prepare a Panel Assessment Report, which will make funding recommendations to the Coordinator-General (or their delegate) in accordance with these Guidelines, for endorsement by Panel Members.

Based on the endorsed Panel Assessment Report, NEMA's Coordinator-General (or their delegate) will recommend projects to the Minister for funding approval. The Coordinator-General may delegate to an Australian Government 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.

8.2 Who will approve DRF funding?

In accordance with the DRF Act, the Minister for Emergency Management 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 NEMA,
- is not bound by the notional funding allocations set out in these Guidelines and may decide to award more or less funding to projects in either stream, within the total funding envelope for the Round, and
- will exercise their responsibilities under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) to confirm the expenditure would be a proper use of relevant money.

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 Schedule.

Projects may be approved for full or partial 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 the Lead Agency. Successful Lead Agencies may request in writing a reduction in scope for a project in the event only partial funding is approved.

If funds become available prior to the signing of schedules, for example due to project withdrawals or changes, NEMA may recommend to the Minister that any available funds be reallocated to other projects.¹¹ Matters that may be taken into account in recommending other projects include, but are not limited to, their suitability as determined by the Assessment Panel, Investment Principle 4 and any stated focus areas for the round.

The Minister will be the final decision maker on these matters.

9 Notification of Application outcomes

NEMA will advise Lead Agencies and the Department of Infrastructure of Application outcomes in writing under embargo, pending the Minister's official announcement. Lead Agencies and the Department of Infrastructure will be permitted to share this information with Applicants on an embargoed basis.

Any specific conditions attached to funding will be recorded in schedules.

9.1 Feedback on Applications

Written feedback on Applications will be provided by NEMA to Lead Agencies.

Lead Agencies are responsible for passing feedback from NEMA to Applicants except for the Indian Ocean Territories.

IOT Applicants will be provided feedback through the Department of Infrastructure.

10 Successful Applications

10.1 Schedules (funding agreements)

Following the Minister's decision, and after Lead Agencies 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 Australian Government and each relevant state or territory government (the **Schedule**).

The Schedule and associated Audit and Reporting Framework will detail the project delivery, reporting and milestone requirements, and other relevant considerations.

The Schedule between Western Australia and the Australian Government will cover any successful projects that are to be delivered in the Indian Ocean Territories (Project Proponents of projects to be delivered in the

¹¹ Recommended projects may not be in the same state or territory as withdrawn projects.

Indian Ocean Territories will be required to enter into a separate funding agreement with the Lead Agency for Western Australia).

The Schedule will include any funds being provided for administration of DRF projects in a state or territory (up to 1.52 per cent of the total amount awarded).

The Schedule will state:

- the total funding amount to be paid, exclusive of GST
- any financial contributions jurisdictions or Applicants or any other third party will make per project
- any in-kind contributions jurisdictions or Applicants or any other third party will make will make per project, and
- any Administrative Funding being provided to Lead Agencies.

The Schedule must be finalised before any payments of Commonwealth funds are made. NEMA is not responsible for any expenditure incurred until the Schedule is finalised and executed and the Implementation Plan is endorsed. If Lead Agencies choose to start projects, or give Applicants permission to start projects, before they have an executed Schedule and endorsed Implementation Plan, they do so at their own cost and risk.

Once Schedules are finalised (co-signed), 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. Lead Agencies should discuss any required amendments with NEMA in the first instance.

This may include agreement to extending project timeframes beyond the maximum project duration where the Minister considers that there are reasonable grounds, 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 (including 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.

10.2 How we pay the funding

Once the Schedule has been finalised, the Australian Government Treasury will transfer the funding allocation to each successful Lead Agency as a single payment through the legislated and normal monthly payment mechanisms.

Lead Agencies will be responsible for making payments to Project Proponents in accordance with endorsed Implementation Plans, and must ensure that binding agreements that enable Lead Agencies to meet their obligations under these Guidelines and the Schedules are in place with Project Proponents prior to paying them DRF funds.

Successful Lead Agencies will be required to report how the funding has been spent in accordance with the reporting milestones outlined in the Schedule.

The Government of Western Australia will receive funding for any successful projects that are to be delivered in the Indian Ocean Territories, and will be required to transfer these funds to the Applicant.

10.3 Implementation Plans

Implementation Plans must be provided by Lead Agencies to NEMA as soon as possible in a template provided by NEMA, but no later than two months after the commencement of the relevant Schedule. A Lead Agency should discuss with NEMA as soon as possible if it is likely to require additional time to complete an Implementation Plan. Blank templates will be provided as soon as possible after successful projects are announced so that development of Implementation Plans can commence. Templates will be reissued by NEMA immediately after Schedules have been co-signed with final project details included, as agreed in the relevant Schedule.

A separate Implementation Plan must be submitted for all projects under the Schedule and outline how each project will be managed (for Western Australia this includes any successful projects that are to be delivered in the Indian Ocean Territories).

10.4 Project commencement

Project activities funded by the Commonwealth cannot formally commence until NEMA has endorsed the relevant Implementation Plan in writing. The commencement of other project activities (i.e. parts of a project funded from other sources) is at the discretion of Lead Agencies, noting that they do so at their own cost and risk (see section 10.1).

The Australian Government is not responsible or liable for any activities undertaken before an Implementation Plan covering that project is endorsed. This includes the use of Australian Government funds (when provided) to cover retrospective costs, or costs incurred by the Lead Agency, Applicant and/or delivery partners prior to NEMA's endorsement of the Implementation Plan. If in doubt, Lead Agencies should discuss with NEMA before expenditure is incurred on a project.

The Minister may withdraw an offer of funding if project activities for which Commonwealth funding was sought/awarded are commenced or completed before Schedules are co-signed or the relevant Implementation Plan is endorsed.

11 Announcement of funding

The Minister for Emergency Management will make the first announcement about successful projects. A Lead Agency may request to be involved in a joint announcement with the Australian Government.

The Minister may undertake announcements in a staged approach across states and territories, recognising that certain Applications may be more technical in nature and require more comprehensive validation as part of the assessment process.

Once round outcomes have been publicly announced, successful projects will be listed on NEMA website (www.nema.gov.au) as well as on the GrantConnect website.

12 Monitoring and evaluation of projects

12.1 Keeping NEMA informed

Lead Agencies **must** let NEMA know if anything is likely to affect their funded projects as soon as possible.

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

If Lead Agencies become aware of a breach of terms and conditions under the Schedule, they **must** contact NEMA immediately.

Lead Agencies **must** notify NEMA in a timely manner of any public or notable events relating to their projects and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

NEMA has established an Audit and Reporting Framework for DRF projects, which is published on NEMA's website.

The objectives of the Audit and Reporting Framework are to:

- support Lead Agencies in monitoring the progress and impact of DRF funded projects in their jurisdictions, and in meeting their reporting obligations under the DRF

- direct Lead Agencies to engage the services of an appointed auditor to undertake the assurance activities, and
- inform NEMA's monitoring, reporting and evaluation activities, including providing the Australian Government with reasonable assurance regarding the implementation and expenditure of DRF funded projects and budgets, and the performance of the program overall.

12.2.1 Reporting responsibilities of state and territory Governments

State and territory governments must have systems such as monitoring and evaluation frameworks in place to meet their data collection and reporting obligations outlined in schedules developed under the Federation *Funding Agreement – Environment* (Agreement) between the Australian Government and each relevant state or territory government (Schedule), as summarised below.

Lead Agencies must, and must ensure that Project Proponents, keep detailed and accurate records related to DRF funded projects in accordance with any applicable regulatory or statutory requirements, and in any event for a period of at least five (5) years after the end of the funding period consistent with financial and other record keeping obligations under Australian Government legislation including the *Archives Act 1983* (Cth), the *Public Governance, Performance and Accountability Act 2013* (Cth) and the *Criminal Code Act 1995* (Cth). State and territory governments are encouraged to give consideration to fraud risk, detection and mitigation.

Lead Agencies are expected to submit reports in the manner, within the timeframes, in the format, and containing the information, outlined in the Schedule and the Audit and Reporting Framework, or as otherwise specified by NEMA. Indicative information to be provided in these reports is summarised in this document.

The Australian Government reserves the right to amend or adjust reporting requirements from time to time, as necessary.

If there are any changes proposed to projects or other significant events related to projects during the project period (including but not limited to changes in scope, budget and timeframe), Lead Agencies must notify NEMA noting that Australian Government approval is required for project variations (see section 12.4).

State and territory governments receiving funding for projects under Round Three of the DRF 2025-26 are required to provide the below plans and reports. With the exception of Ad Hoc Reports and Financial Declarations, timeframes for each deliverable will be stated in each state and territory's Schedule. The Program Delegate will be responsible for approving all reports.

1. **Performance Reports** – quarterly reports provided following the formal commencement of projects and encompassing all projects under the Schedule that set out progress against agreed milestones, outcomes and budgets as outlined in the Implementation Plan. Indicative content requirements are included in the Audit and Reporting Framework and a template will be provided by NEMA.
2. **Final Reports** – reports provided following the completion of projects under the Schedule that set out what outcomes have been achieved and total expenditure incurred for each completed project. A template will be provided by NEMA.
3. **Audit Report** – independent audit report encompassing all Material Projects under the Schedule, submitted following the completion of all projects.
4. **Ad Hoc Reports and meetings** – the use of regular reporting is intended to minimise the need for and burden of, ad hoc reporting on Lead Agencies and Project Proponents. However, NEMA may need to ask for updates that are not addressed through regular reporting. These may include detail on how any Administrative Funding provided is being used, interim status reports, details of media events, and information requests from the Australian Government Minister. NEMA may also need to organise meetings to discuss aspects of project implementation – for example any significant delays or difficulties in completing the project; events and announcements related to the project; or assumptions and objectives of the project(s).

Important Notes regarding the Audit Report:

- The Audit Report comprises an important element of our assurance framework designed to ensure that funding has been spent in accordance with the Implementation Plan.
- The Australian Government requires Lead Agencies to appoint an independent registered auditor for this purpose (the auditor may be a state or territory government employee providing they have not been involved in delivery of the DRF).
- The scope of the audit is to cover a subset of projects (Material Projects) under Round Three of the DRF – i.e. those that meet one or more of the following criteria:
 - Actual start and/or end dates deviate by more than 12 months from the start and end dates originally approved in the Implementation Plan
 - Project risk rating as set out in the Implementation Plan is ‘high’
 - Total actual expenditure at the conclusion of the project exceeds the originally approved project budget as set out in the Implementation Plan.
 - Where the total funding amount allocated to the state or territory:
 - is less than \$10 million, only projects that exceed 5 per cent of the state allocation are included
 - is equal to or greater than \$10 million, only projects that exceed 2 per cent of the state allocation are included
 - Any other project that the Australian Government determines should be included in the audit (note: Lead Agencies should check this with the NEMA before commencing an audit).
- The auditor’s opinion is to be based on the total actual expenditure that the state or territory government has set out in the Final Report/s, including any additional costs incurred against each project above the estimated project cost.

12.3 Financial declaration

Lead Agencies may be asked to provide a declaration that the funding was spent in accordance with the Schedule and to report on any underspends of the funding.

In the event where efficiencies or underspends are identified, successful Lead Agencies will need to outline the jurisdiction’s approach for determining how to reallocate funds. Subsection 21(4) of the DRF Act provides NEMA’s agreement with a successful Lead Agency must include provisions for DRF Funding to be repaid to NEMA where the Lead Agency does not meet a condition of the relevant agreement (see section 10.1)

NEMA 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 Schedule will set out the circumstances in which the successful Lead Agency must repay amounts to NEMA (see section 10.1).

12.4 Project withdrawals and variations

12.4.1 Prior to signing of Schedules

Projects may need to be withdrawn by Lead Agencies prior to the signing of Schedules – for example if they cannot proceed due to changed circumstances, have already been completed, or they received funding from an alternative source. Lead Agencies should notify NEMA at disaster.ready@nema.gov.au of any withdrawals as soon as possible.

NEMA will only consider changes to awarded projects prior to the signing of Schedules in limited circumstances. These include, but are not limited to:

- minor editorial changes to a project’s title or description for media or other purposes
- where the removal or replacement of a delivery partner is necessary due to unforeseen circumstances

- where one or more project components have already been or will be delivered with other funding (e.g. grants awarded since the DRF Application was submitted), requiring a reduction in the DRF project's scope and budget.

NEMA will not normally consider:

- requests to replace a Project Proponent
- changes in scope or budget that would have the effect of either reducing or broadening the project activities and/or outcomes outlined in the original Application to NEMA and assessed by the Panel.

For all such requests, the Lead Agency must:

- detail any proposed change in Project Proponent, delivery partner/s, funding amounts and project scope
- clearly outline the circumstances that have led to and necessitate the change, as well the impacts of the change
- demonstrate how it is feasible for the original objectives and outcomes of the project to be achieved, and that the project still represents value with relevant money, and
- put the request in writing to NEMA at disaster.ready@nema.gov.au within 20 business days of Application outcomes being announced by the Minister.

The Minister will be the final decision maker on whether to approve project changes in accordance Division Two of the DRF Act, unless otherwise delegated by the Minister.

12.4.2 After Schedules have been signed

NEMA recognises that unexpected events may affect a Project Proponent's progress in delivering a project. In these circumstances, Lead Agencies should contact erf.drf.implementation@nema.gov.au regarding post-award variation processes.

12.5 Compliance visits

NEMA may visit project sites during or upon completion of projects to review progress and compliance with Implementation Plans and schedules. NEMA will provide Lead Agencies with reasonable notice of any visit.

12.6 Evaluation

NEMA has established a Monitoring and Evaluation Plan 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. NEMA will also evaluate the design of the program to ensure experiences and outcomes from earlier rounds inform the development of future rounds and that the program remains fit-for-purpose.

As part of the Monitoring and Evaluation Plan, NEMA will periodically evaluate past rounds. As part of the internal evaluation, NEMA may:

- use information from Applications and reporting (see section 12.2); and
- interview successful Lead Agencies, 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 process.

12.7 Acknowledgement

The NEMA logo should be used on all public materials related to all projects funded under the DRF. If successful Lead Agencies and/or Project Proponents make a public statement about a project funded under the DRF, NEMA requires them to acknowledge the funding by using the following:

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

Successful Lead Agencies should nominate a point of contact to liaise with the Australian Government on any media or announcements relating to the DRF. Successful Lead Agencies should notify NEMA and the Minister of Emergency Management’s Office regarding any planned announcements relating to the DRF and each project.

The Minister for Emergency Management will make the first announcement about successful projects. A Lead Agency may request to be involved in a joint announcement with the Australian Government.

12.8 Intellectual property

Lead Agencies must, and must ensure that relevant third parties (including Project Proponents):

- grant the Commonwealth an irrevocable, royalty-free, non-exclusive licence of Intellectual Property rights to the Commonwealth to use, modify, communicate, reproduce, publish, and adapt the Activity Material of funded projects for Commonwealth purposes, except where projects involve Indigenous Cultural and Intellectual Property (ICIP) or another exception has been agreed with NEMA (see process below).
- provide the Commonwealth with a copy of any Activity Material that the Commonwealth needs to use under the licence in the format reasonably requested by the Commonwealth.

These arrangements do not affect ownership of Intellectual Property rights in Existing Material.

Intellectual property rights in Activity Material will generally vest in the Project Proponent.

The Commonwealth may use Reporting Material provided by Lead Agencies as required under the Guidelines for any purpose, including to inform the monitoring and evaluation of the Disaster Ready Fund.

ICIP rights will be respected as Indigenous owned and controlled knowledge, and Activity Material containing ICIP will not be used, modified, communicated, reproduced, published or adapted without express permission from the knowledge-holders.

Other exceptions to the above arrangements may be agreed on a case-by-case basis. These must be requested in writing (including a detailed justification and alternative Intellectual Property proposal) through NEMA no later than two weeks after outcome announcements and, where agreed by the Commonwealth, will be recorded in Implementation Plans.

13 Probity and Privacy

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

These DRF Guidelines may be updated from time-to-time by NEMA. When this happens the revised guidelines will be published on [GrantConnect](#) and [NEMA’s website](#). Lead Agencies will be advised in writing of changes to the Guidelines within 10 business days of the changes having been approved by the Minister.

Lead Agencies, Applicants and Project Proponents should be aware of obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act the conduct of Commonwealth grant recipients may fall within the Commission’s jurisdiction [see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>].

13.1 Enquiries and feedback

All complaints and any questions Applicants have about a Lead Agency's assessment of Project Proposals must be directed to the relevant Lead Agency.

Lead Agencies may raise questions and complaints about decisions on Applications with NEMA in writing by email to disaster.ready@nema.gov.au.

If Lead Agencies or Applicants do not agree with the way a complaint is handled by NEMA, they may take the complaint to the [Commonwealth Ombudsman](#). The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with NEMA.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflict of interest

Any conflicts of interest could affect the performance or integrity of the DRF. There may be a conflict of interest, or perceived conflict of interest, if, for example, a person:

- 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 a Lead Agency 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.

Lead Agencies 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 Lead Agencies later identify an actual, apparent or perceived conflict of interest, they must inform NEMA in writing immediately at disaster.ready@nema.gov.au.

Conflicts of interest for Australian Government staff must be declared in accordance with 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.

13.3 Fraud

Lead Agencies and Project Proponents must have appropriate frameworks in place to manage the risk of Fraud in relation to DRF funded projects. These safeguards must contain appropriate fraud prevention, detection, investigation and reporting processes and procedures.

If Lead Agencies or Project Proponents become aware of:

(a) any Fraud in relation to the performance of DRF funded projects; or

(b) any other Fraud that has had or may have an effect on the performance of DRF funded projects,

they must report the matter to NEMA and all appropriate law enforcement and regulatory agencies.

NEMA may, at its discretion, investigate any Fraud or claims of Fraud in relation to any project. By entering into funding agreements Lead Agencies agree to co-operate and provide all reasonable assistance at their own cost with any such investigation.

13.4 Privacy

NEMA treats personal information according to the [Privacy Act 1988](#) (Cth) and the [Australian Privacy Principles](#). This includes letting individuals 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 personal information that it obtains in connection with the DRF and an Application for funding as part of any other Australian Government business or function. This includes:

- disclosing grant information including details about Lead Agencies, Applicants, Project Proponents and delivery partners on GrantConnect and NEMA's website as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.
- sharing information with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.
- sharing project information with government and non-government bodies for the purpose of seeking expert advice to inform the assessment of projects.

By submitting an Application, Lead Agencies warrant that they have obtained privacy consents from relevant individuals for the use of their personal information in a manner consistent with these Guidelines.

In accordance with section 26A of the DRF Act, NEMA will publish an 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 details of successful and unsuccessful Applications (where written agreement to the latter is provided by Lead Agencies).

As part of the Application, Lead Agencies 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, Lead Agencies must not do anything, which if done by NEMA would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential information

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

NEMA may, at any time, require a Lead Agency to arrange for a Lead Agency's employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form considered acceptable by NEMA.

NEMA will keep any information in connection with the Schedule confidential to the extent that NEMA is satisfied it meets all of the three conditions below:

1. the Lead Agency has clearly identified the information as confidential in the Application and explain why NEMA should treat it as confidential;

2. the information is commercially sensitive; and
3. revealing the information would cause unreasonable harm to the Lead Agency or someone else (including an Applicant).

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

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

13.6 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

14 Glossary

Term	Definition
Activity Material	Any Material, other than Reporting Material, created or developed by Lead Agencies, Project Proponents or a third party as a result of funded project activities and includes any Existing Material that is incorporated in or supplied with the Activity Material.
Adaptation	The process of adjustment to actual or expected climate change 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 natural hazards, vulnerability, exposure risk and capacity to respond to natural hazards.
Administrative Funding	Funding provided by the Australian Government to Lead Agencies to support Program Administration Costs. This funding cannot be used for

project administration costs incurred by Project Proponents or for costs related to the preparation or facilitation of DRF Applications.

Applicant	An eligible entity that develops and submits a DRF Project Proposal to a Lead Agency for consideration and possible submission to NEMA. A Lead Agency may also be an Applicant.
Application	A Project Proposal submitted by a Lead Agency to NEMA.
Assessment criteria	The specified principles or standards that Project Proposals must address and against which Applications will be judged.
Assessment Panel	The expert panel established by NEMA 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.
Assessment process	The method used to select projects to fund under the DRF in accordance with these Guidelines.
Audit Report	The audit report required to be undertaken by Lead Agencies upon completion of all projects in each round in accordance with the <i>DRF Audit and Reporting Framework</i> .
Business as usual activities	Standard capital works or recurrent essential services of Commonwealth, state, territory or local government bodies that the responsible body would ordinarily be expected to undertake with internal funding such as maintenance (including repairs) and renewal of roads, buildings, drainage networks, telecommunications, open spaces and other existing assets. Investments in new assets/services or asset/service enhancements (i.e. expansions or upgrades) that deliver additional and/or wider resilience or risk reduction benefits to a community will generally not be considered business as usual for the purposes of these Guidelines.
Co-contributions	The co-contribution (either financial or in-kind) provided by the Lead Agency, Applicant and/or delivery partners to match or supplement funding sought from the Australian Government under the DRF.
Cohorts at disproportionate disaster risk	Includes but is not limited to: <ul style="list-style-type: none"> • children and young people; • culturally and Linguistically Diverse (CALD) communities; • First Nations communities; • LGBTQIA+ community; • migrant and refugee communities; • people over the age of 65; • people with a disability; • those experiencing homelessness, unemployment or poverty; • women.
Coordinator-General	The accountable authority of the National Emergency Management Agency.

Decision maker	The person who makes a decision to award Australian Government funding. The <i>Disaster Ready Fund Act 2019</i> (Cth) mandates the decision maker for funding as the Australian Government Minister responsible for emergency management.
Delivery partner	A third-party entity that will collaborate with an Applicant or Project Proponent to deliver, or deliver aspects of, successful DRF projects.
Department of Infrastructure	The Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts which facilitates the delivery of state-type services to Australia's non-self-government territories (including the Indian Ocean Territories).
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 provides up to \$200 million annually from 1 July 2023 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>
Disaster Ready Fund Act 2019 (Cth) (the DRF Act)	The legislation that established the Disaster Ready Fund.
Disaster	For the purposes of these Guidelines, Disaster is defined as a serious disruption of the functioning of a community or a society at any scale due to natural hazards interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. The terms Disaster and Natural Disaster are used interchangeably throughout the Guidelines.
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 DRF. Assessment criteria apply in addition to eligibility criteria.
End date	The expected date that the project must be completed, within the maximum project delivery timeframe (from date Implementation Plan is endorsed) and when all performance reporting and final milestone payments for all projects funded within a state or territory have been satisfied.
Endorsement	Written agreement from the relevant minister in a state or territory to the projects to be submitted by a Lead Agency to NEMA, including any multi-jurisdictional projects the Lead Agency is coordinating. This should include agreement to any co-contributions being provided by the state or territory government.

Enduring benefits	Outcomes that are tangible, sustainable, and build resilience or reduce disaster risk in the long-term.
Existing Material	Material developed independently of the DRF funded activity that is incorporated in or supplied as part of Reporting Material or Activity Material.
Federation Funding Agreement – Environment	An agreement between the Australian Government and the states and territory governments under the Federation Funding Agreements (FFA) Framework.
First Nations organisation	An ‘Aboriginal Community-Controlled Organisation’ (ACCO) or other ‘Aboriginal and Torres Strait Islander organisation’ as defined in the National Agreement on Closing the Gap . To be eligible for DRF funding, organisations must provide evidence demonstrating that they meet one of these definitions.
Fraud	Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected or detected fraud.
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 Australian Government and is the responsibility of the Lead Agency
Green-Blue Infrastructure	For the purposes of this Program, Green-Blue Infrastructure is infrastructure that 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 or impact of natural hazards for a particular community or communities. This includes, for example, levees or cyclone shelters.
Implementation Plan	Lead Agencies must develop Implementation Plans in discussion with Project Proponents for all projects under the Schedule and outline how each project will be managed (for Western Australia this includes any successful projects that are to be delivered in the Indian Ocean Territories).
Indian Ocean Territories (IOTs)	The external territories of Christmas Island and the Cocos (Keeling) Islands , collectively known as the Indian Ocean Territories. The Australian Government, through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, facilitates the delivery of state-type services to Australia’s non-self-government territories.

Indigenous Cultural and Intellectual Property or ICIP	Refers to the rights of Australia's First Nations (Aboriginal and Torres Strait Islander) peoples to their heritage and incorporates traditional knowledge, traditional cultural expression, performances, cultural objects, human remains and tissues, the secret and sacred material and information, and documentation of First Nations peoples' heritage in all forms of media.
In-kind co-contribution	A non-financial co-contribution to project costs.
In-principle co-contributions	Co-contributions which are pending formal approval from the internal governmental or organisation approval process for securing funding.
Jurisdictions	The six states and two mainland territories of Australia.
Lead Agency	<p>One government agency in each state and territory (jurisdiction) that has been nominated to coordinate and vet Project Proposals, submit Applications to NEMA and administer funded projects, on behalf of its jurisdiction. The Lead Agency may also develop DRF projects, and for these projects is also considered the Applicant.</p> <p>A list of Lead Agencies is published on NEMA's website.</p>
Local council	The decision-making body of a local government established by or under a law of a state or territory of Australia.
Maladaptation	An adaptation that does not succeed in reducing vulnerability but increases it instead, including where intervention in one location or sector could increase the vulnerability of another location or sector.
Material	Includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
Mitigation	The lessening or minimising of the adverse impacts of a hazardous event.
Multi-jurisdictional project (or national project)	A project that involves collaboration and delivery across two or more Australian states and territories (including national projects).
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 'NEMA'. NEMA is the Australian Government agency with responsibility for preparing for and coordinating the Australian Government's response to disasters, across all hazards.
Natural hazard	A natural process or phenomenon that may or may not cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation.

Natural hazard monitoring infrastructure	For the purposes of these Guidelines, natural hazard monitoring infrastructure refers to infrastructure assets and networks for detecting, monitoring and reporting on natural hazards that better prepare a particular community or communities for future disasters. Examples include, but are not limited to, early warning systems that improve the safety of communities.
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.
Not-for-profit organisation	An organisation that is prohibited under its governing rules or documents from distributing profits or assets to its members, owners or manager. Examples include, but are not limited to, charities and a range of community service organisations that are conducted neither for the profit nor the gain of their individual members.
Per capita	By or for each person. The Panel may consider a project's relative benefit per-capita.
Place-based	Place-based approaches focus on addressing the needs of a particular location by leveraging existing programs and/or filling gaps in service delivery.
Preparedness	Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects; the state of being prepared.
Prevention	Measures to eliminate or reduce the incidence or severity of emergencies (including disasters).
Program (or DRF)	The 'Program' is the Disaster Ready Fund (DRF), administered by NEMA.
Program Administration Costs	The direct costs incurred by Lead Agencies in administering funded DRF projects, including but not limited to coordinating and submitting the monitoring, reporting and auditing of funded projects.
Program Delegate	A manager within NEMA with the responsibility for the program. The Program Delegate for the Program is NEMA's Assistant Coordinator-General, Resilience and Community Programs Branch.
Project Proponent	An Applicant that has been successful in securing DRF funding.
Project Proposals	Proposals for potential DRF projects that are submitted to Lead Agencies by Applicants for consideration and possible submission to NEMA.
Relevant minister	A minister with portfolio responsibility for a Lead Agency charged with coordinating and submitting Applications on behalf of that state or territory. The relevant minister must endorse projects in their jurisdiction

	that will be submitted to NEMA. For the Indian Ocean Territories the relevant minister is the Australian Government Minister responsible for territories.
Reporting Material	All performance, final and ad hoc reports which Lead Agencies are required to provide to the Commonwealth for the purposes of keeping the Commonwealth up-to-date with the performance of funded project activities, and includes any Existing Material that is incorporated in or supplied with the Reporting Material. Reporting Material does not include any reports on the outcomes of the project, or reports that are the key outputs of the project, which are instead Activity Material.
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	A bilateral agreement or funding agreement between the Australian Government and state and territory governments under the Federation Funding Agreement – Environment.
Second National Action Plan	The Second National Action Plan to implement the National Disaster Risk Reduction Framework as released by the National Emergency Management Agency in August 2023.
Sector/s	All sectors of society including government, industries, business, not-for-profit, communities and individuals.
Social infrastructure	<p>For the purposes of this Program, social infrastructure is comprised of the buildings and physical spaces that facilitate the delivery of social services and support the quality of life and wellbeing of communities. These include, for example, construction of places for community support or to address community needs in times of disaster.</p> <p>Social projects that do not involve investment in infrastructure as defined above (e.g. projects focused purely on service delivery or networks) may be eligible under other non-infrastructure activity types (e.g. activity type 10).</p>
Start date	The expected start date for the project, once the Implementation Plan has been endorsed by NEMA.
The Minister	The Australian Government Minister for Emergency Management.
The Minister responsible for Territories.	The Australian Government Minister whose portfolio responsibility includes Australia’s non-self-governing territories.
Underspend	Funds remaining from the actual cost of a project under the Program, which, at project completion as per the relevant Schedule have not been expended.
Value with relevant money	Value with relevant money 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.

Assessing value with relevant money involves consideration of the relevant financial and non- financial costs and benefits of each Project Proposal including, but not limited to:

- the quality of the Project Proposal and activities;
- fitness for purpose of the Project Proposal in contributing to and achieving Program objectives;
- if the absence of funding is likely to prevent Program outcomes being achieved; and
- any relevant risks to NEMA, for example, arising from the Lead Agency's relevant experience and performance history.

Appendix A – Councils in ‘very remote’ and ‘remote’ locations

The following list of Councils is based on ABS remoteness classification data.

State	Council
New South Wales	Bogan Shire Council
	Bourke Shire Council
	Brewarrina Shire Council
	Carrathool Shire Council
	Central Darling Shire Council
	Cobar Shire Council
	Coonamble Shire Council
	Lachlan Council
	NSW Crown Lands (as the local council equivalent for Unincorporated NSW (Far Western Region))
	Walgett Shire Council
Northern Territory	Alice Springs Town Council
	Barkly Regional Council
	Belyuen Community Government Council
	Central Desert Regional Council
	Coomalie Community Government Council
	East Arnhem Regional Council
	Katherine Town Council
	MacDonnell Regional Council
	Roper Gulf Regional Council
	Tiwi Islands Regional Council
	Local Government Association of the Northern Territory Inc (as the local council equivalent for Unincorporated NT)
	Victoria Daly Regional Council
	Wagait Shire Council
	West Arnhem Regional Council
West Daly Regional Council	
Queensland	Aurukun Shire Council
	Balonne Shire Council
	Barcaldine Regional Council

State	Council
	Barcoo Shire Council
	Blackall-Tambo Regional Council
	Boulia Shire Council
	Bulloo Shire Council
	Burke Shire Council
	Carpentaria Shire Council
	Cloncurry Shire Council
	Cook Shire Council
	Croydon Shire Council
	Diamantina Shire Council
	Doomadgee Aboriginal Community Council
	Etheridge Shire Council
	Flinders Shire Council
	Hope Vale Aboriginal Shire Council
	Kowanyama Aboriginal Shire Council
	Lockhart River Aboriginal Shire Council
	Longreach Regional Council
	Mapoon Aboriginal Council
	Mckinlay Shire Council
	Mornington Shire Council
	Mount Isa City Council
	Murweh Shire Council
	Napranum Aboriginal Shire Council
	Northern Peninsula Area Regional Council
	Palm Island Aboriginal Council
	Paroo Shire Council
	Pormpuraaw Aboriginal Shire Council
	Quilpie Shire Council
	Richmond Shire Council
	Torres Shire Council
	Torres Strait Island Regional Council
	Weipa Town Authority
	Winton Shire Council
	Woorabinda Aboriginal Council

State	Council
	Wujal Wujal Aboriginal Council
South Australia	<p>Anangu Pitjantjatjara Inc</p> <p>District Council of Ceduna</p> <p>District Council of Cleve</p> <p>District Council of Coober Pedy</p> <p>District Council of Elliston</p> <p>District Council of Franklin Harbour</p> <p>Kangaroo Island Council</p> <p>District Council of Kimba</p> <p>District Council of Lower Eyre Peninsula</p> <p>Maralinga Tjarutja</p> <p>City of Port Lincoln</p> <p>Municipal Council of Roxby Downs</p> <p>Southern Mallee District Council</p> <p>District Council of Streaky Bay</p> <p>District Council of Tumby Bay</p> <p>Outback Communities Authority (as the local council equivalent for Unincorporated SA)</p> <p>Wudinna District Council</p>
Tasmania	<p>Flinders Council</p> <p>Glamorgan Spring Bay Council</p> <p>King Island Council</p> <p>West Coast Council</p>
Western Australia	<p>Shire of Ashburton</p> <p>Shire of Broome</p> <p>Shire of Bruce Rock</p> <p>Shire of Carnamah</p> <p>Shire of Carnarvon</p> <p>Shire of Coorow</p> <p>Shire of Corrigin</p> <p>Shire of Cue</p> <p>Shire of Dalwallinu</p> <p>Shire of Derby West Kimberley</p> <p>Shire of Dumbleyung</p>

State	Council
	Shire of Dundas
	Shire of East Pilbara
	Shire of Esperance
	Shire of Exmouth
	Shire of Gnowangerup
	Shire of Halls Creek
	Shire of Jerramungup
	City of Karratha
	Shire of Kent
	Shire of Kondinin
	Shire of Koorda
	Shire of Kulin
	Shire of Lake Grace
	Shire of Laverton
	Shire of Leonora
	Shire of Meekatharra
	Shire of Menzies
	Shire of Morawa
	Shire of Mount Magnet
	Shire of Mount Marshall
	Shire of Mukinbudin
	Shire of Murchison
	Shire of Narembeen
	Shire of Ngaanyatjarraku
	Shire of Northampton
	Shire of Nungarin
	Shire of Perenjori
	Town of Port Hedland
	Shire of Ravensthorpe
	Shire of Sandstone
	Shire of Shark Bay
	Shire of Three Springs
	Shire of Trayning
	Shire of Upper Gascoyne

State	Council
	Shire of Westonia Shire of Wiluna Shire of Wyndham East Kimberley Shire of Yalgoo Shire of Yilgarn
Indian Ocean Territories	Shire of Christmas Island Shire of Cocos (Keeling) Islands

Appendix B – Other councils with low rate bases

The following list of Councils has been determined using the ratio of Financial Assistance Grant to Net Rate Income, based on an average ratio across LGAs of 75 per cent. The higher the ratio the more reliant a council is on a Financial Assistant Grant.

State	Council
New South Wales	Balranald Shire Council
	Berrigan Shire Council
	Bland Shire Council
	Coolamon Shire Council
	Cowra Shire Council
	Edward River Council
	Federation Council
	Forbes Shire Council
	Gilgandra Council
	Glen Innes Severn Council
	Greater Hume Shire Council
	Gwydir Shire Council
	Hay Shire Council
	Junee Shire Council
	Kyogle Council
	Leeton Shire Council
	Lockhart Shire Council
	Murray River Council
	Murrumbidgee Council
	Narrandera Shire Council
	Narromine Shire Council
	Oberon Council
	Temora Shire Council
	Tenterfield Shire Council
	Upper Lachlan Shire Council
	Uralla Shire Council
	Walcha Council
Warren Shire Council	
Warrumbungle Shire Council	
Weddin Shire Council	

State	Council
	Wentworth Shire Council
Queensland	Cherbourg Aboriginal Shire Council Yarrabah Aboriginal Shire Council
South Australia	The Flinders Ranges Council District Council of Karoonda East Murray District Council of Orroroo Carrieton District Council of Peterborough
Tasmania	Central Highlands Council Southern Midlands Council
Victoria	Loddon Shire Council West Wimmera Shire Council
Western Australia	Shire of Beverley Shire of Boyup Brook Shire of Cuballing Shire of Cunderdin Shire of Dowerin Shire of Kellerberrin Shire of Nannup Shire of Pingelly Shire of Quairading Shire of Tammin Shire of Wagin Shire of West Arthur Shire of Wickepin Shire of Wongan-Ballidu Shire of Woodanilling Shire of Wyalkatchem