National Disaster Risk Reduction 2021-22

GUIDELINES FOR APPLICANTS

Program

The Western Australian and Commonwealth governments have a National Partnership Agreement (NPA) for Disaster Risk Reduction to proactively reduce the risk and limit the impact of natural hazard disasters on Australian communities and economies.

With an allocation of $12.528 million to WA over five (5) years, the NPA will deliver on the priorities, five-year outcomes and 2030 goals of the National Disaster Risk Reduction Framework (NDRRF). The NDRRF is aimed at reducing existing disaster risk, minimising the creation of future risk and equipping decision-makers with the capabilities and information needed to reduce disaster risk and manage residual risk.

The State Emergency Management Committee (SEMC) oversees the WA Implementation Plan for the NDRRF, including the delivery of the National Disaster Risk Reduction Competitive Grants Program (NDRR). The SEMC Business Unit within the Department of Fire and Emergency Services (DFES) delivers the NDRR in accordance with the SEMC Grant Governance Framework.

Objectives

The NDRR Competitive Grant Program is a key component of achieving the WA Implementation Plan.

Eleven (11) areas for action have been identified within the Plan to contribute to the delivery of the NDRRF priorities.

To be eligible for NDRR funding, projects must address at least one Commonwealth NDRRF priority, demonstrate one or more of the 11 action areas within the WA Implementation Plan, and address at least one of the seven managed natural hazards.

NDRRF Priorities

PRIORITY	DESCRIPTION
1. UNDERSTAND DISASTER RISK	Develop cohesive risk information and support long-term risk research and knowledge; increase data sharing and integrate risks and scenarios in planning; improve communication and disclosure of risk information to increase public engagement with disaster risks and impacts.
2. ACCOUNTABLE DECISIONS	Ensure relevant policy and decisions address disaster risk and consider potential loss and consequence; incentivise mitigation and risk reduction; maintain contemporary and adaptive planning and development practices and incorporate resilience requirements.

An Australian Government Initiative

3. ENHANCED INVESTMENT	Develop collaborative financing arrangement for risk reduction supported by risk reduction investment tools; identify funding streams including leveraging of government programs to fund risk reduction measures; improve uptake of insurance; support informed and sustainable investment decisions.
4. GOVERNANCE, OWNERSHIP AND RESPONSIBILITY	National mechanism, plan and reporting framework to drive disaster risk reduction; enable locally led and place-based disaster risk reduction; improve transparency of risk ownership and risk transfer.

WA Implementation Plan Action Areas

ACTION AREA	DESCRIPTION
COMMUNITY-FOCUSED RESILIENCE	Reducing disaster risk by building communities that can support each other and work together to understand and minimise risk from natural disasters.
RISK DATA AND INFORMATION SHARING	Developing and promoting knowledge and understanding of natural disaster risk through lessons management, knowledge sharing, research, and exercises.
VULNERABLE/AT RISK PERSONS AND COMMUNITIES	Provide targeted action to improve natural disaster risk reduction for vulnerable/at-risk persons.
FOSTERING INDIVIDUAL RESPONSIBILITY	Increasing individual understanding of responsibility with regards to natural disaster risk, and consequently improve risk reduction on the individual level.
BUSINESS CONTINUITY AND RESILIENCE	Increasing understanding of organisations with regards to responsibilities around natural disaster risk, and consequently improve risk reduction at the industry level.
SECURITY OF SUPPLY CHAINS AND INFRASTRUCTURE	Appropriate planning and research is required to better understand the limitations of supply chains and related infrastructure across the state, and improve collaboration and coordination between government, industry, and communities.
ESSENTIAL SERVICES: ALTERNATIVES AND SUPPLY SECURITY	Understanding and implementing alternative solutions to essential service supply will enable communities, industry, and government to provide cost effective solutions to the mitigation of disaster risk to essential services.
BUILDING CODES, LEGISLATION AND ENFORCEMENT	Research and analysis of the most cost effective mitigations to existing and new assets that can be shared across industry,

	government, and communities will help reduce the risk of natural disaster to key assets.
PRESERVATION OF HERITAGE AND NATURAL ENVIRONMENTS	By enabling understanding of and planning for the risks important sites face from natural disasters, the risk can be reduced, reducing damage to irreplaceable sites and minimising costs to repair.
FUNDING MODELS AND ALLOCATION	By simplifying funding allocation processes for risk reduction activities, duplication (and associated costs) is expected to decrease, access by key stakeholders is expected to increase, and a coordinated approach should assist in targeting activities that will best deliver the outcomes of the NDRRF.
INNOVATION, RESEARCH AND DESIGN	By providing a specific action area for innovative thinking, WA can ensure that risk reduction activities are adaptable and that the plan stays relevant to the outcomes of the NDRRF. It also ensures that funding can be appropriately allocated between action areas so that the outcomes from the NDRRF are met.

Applications must be consistent with the intent and objectives of the program and demonstrate the project assists in implementing sustainable disaster risk reduction programs that will directly benefit the WA community.

Who can apply?

- ✓ Organisations and projects that meet the minimum eligibility requirements, referenced in the Quick Eligibility Check;
- ✓ Local and State Government agencies, government trading entities, non for profit and other incorporated organisations providing the project does not deliver commercial profit or gain;
- ✓ Organisations willing to sign a Funding Agreement (refer Sample Funding Agreement), that do not have any non-compliant Natural Disaster Resilience Program (NDRP), National Bushfire Mitigation Program (NBMP) or All West Australians Reducing Emergencies (AWARE) grants.
- ✓ Organisations who will meet all minimum DFES or SEMC legislated requirements for project activities where applicable

What is not eligible?

- ✕ Projects that have already commenced, or those commencing before the execution of the Funding Agreement and before 1 January 2022.
- ✕ Funding for an activity that is part of your organisations ordinary function or responsibilities (business as usual), including maintenance, upkeep and operational expenses, regular/required exercises or training and ongoing projects.
- ✕ Projects that do not serve the public interest and/or projects that deliver commercial advantage.
- ✕ Projects that will require ongoing funding to be sustainable, would be better delivered by a more appropriate funding source, or should be delivered by a more appropriate organisation.
- ✕ Incomplete applications and submissions not executed by an authorised representative.

- - Please Note: incomplete applications will not be followed up by the assessment team.
- × Applicants who have not completed a project risk assessment.
- × Projects that deliver temporary outputs (single use resources) or those that will not result in sustainable risk reduction.
  - - If your project is for academic research, a recognised Hazard Management Agency must have endorsed the application stating their direct interest in the findings of your project.
- × Disaster relief, response or recovery activities.
- × Projects that will not apply a Creative Commons licence (if relevant).

How much can I ask for?

Applicants can request NDRR funding between $10,000 with the maximum amount capped at $250,000 per project (no GST applied). If the project demonstrates State/sector wide significance, no capped amount will be applied beyond the funds available for the grant round.

Projects may be deemed to have state or sector-wide significance if they demonstrate:

- Research that can demonstrably build knowledge, improve decision-making or inform legislation and policy in relation to natural hazard risk reduction; and/or
- Development of tools, technologies and/or systems that materially improve coordination, efficiency and information sharing in relation to risk reduction and management of natural hazards; and/or
- Activities that improve community resilience and reduce the potential impacts of disasters on communities and infrastructure at a regional/district or state-wide level; and/or
- Projects that improve integration of risk knowledge and risk reduction action across multiple sectors.

There is no limit on the number of applications each organisation can submit, however any applicant that submits more than one application must list their applications in order of preference.

Applicants must submit a detailed, realistic budget, with NDRR funds to account for no more than 50% of total project costs. Budgets must include details of cash and in-kind contributions. All contributions listed must be justifiable and actual spends will need to be evidenced throughout the project.

In-Kind contribution guidance

In-kind contributions can be included in the total project budget but must not cover business as usual activities.

In-kind contributions may include, but not limited to:

- Percentage of salaries of staff not costed or dedicated to the project, but required to provide input to the project
  - o This may include managers or stakeholders meeting to contribute/make decisions on the project and/ or its outcomes/outputs.

- Goods and services utilised for the project that are otherwise funded for other purposes
  - o This may include equipment, IT services and facility overheads.

In-kind contributions should not include salaries of staff or stakeholders that are not directly contributing to the project outcomes or outputs such as regular committee meetings or general workshop participants.

What do I need to demonstrate?

Applicants must answer all questions in the application, demonstrating suitable justification for the project and the overall benefit to WA. The applicant must articulate how the project will be directly and indirectly beneficial to the community in disaster risk reduction and in meeting the Commonwealth and State objectives. The organisation must include demonstrated ability and commitment to delivering the project.

The project must have realistic project deliverables clearly documenting:

- Outputs;

- Outcomes;

- Milestones/timeframes; and

- Appropriate key performance indicators.

Applicants should consider using SMART (Specific, Measurable, Attainable, Realistic/Relevant and Time Bound) criteria, or similar concepts, when documenting the project deliverables.

The applicant should clearly define how the project is above and beyond business as usual, or any expected responsibilities of their organisation, this includes activities and financial contributions.

Projects will be ranked based on merit against a pre-determined selection criteria. The information provided by applicants will be used by the assessment panel to determine which projects best meet the NDRR program objectives and display value for money.

Where relevant, any builders must be accredited under the Australian Government Building and Construction WHS Accreditation Scheme and comply with the Building Code 2016.
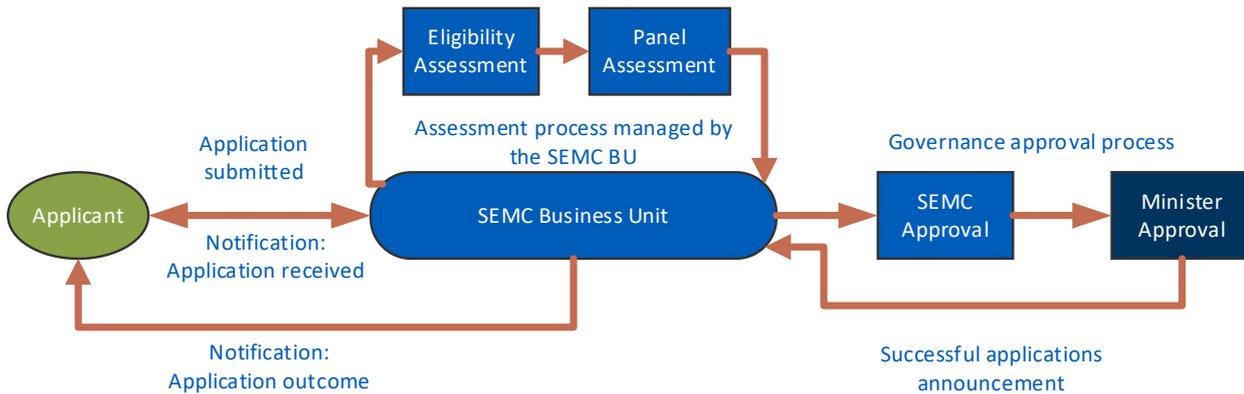
Assessment

Applications must be received by 12 pm (midday), Friday 24 September 2021 to be considered. Each application will receive a unique reference number on receival. Applications will be assessed on their merit against the pre-determined selection criteria (refer below).

The assessment process is:

- Applications received and notification of reference number issued

- Eligibility assessment completed by the SEMC Business Unit

- Merit selection assessment by the Assessment Panel

- Recommended projects submitted to the SEMC for approval

- Recommended projects submitted to the WA Minister for Emergency Services for final approval

- Notification of assessment outcome sent to applicants by the SEMC Business Unit

- Publication of successful applicants on the SEMC website.

The NDRR grant is administered in accordance with the SEMC Business Unit's Grant Governance Framework to ensure transparent and accountable management, including the assessment process and dealing with Conflict of Interest. The Frequently Asked Questions section will be updated with any generic questions raised by potential applicants not already captured.

Primary contacts will be advised of the outcome in email format within five (5) working days of the Ministerial announcement. Projects must not commence prior to receiving this confirmation.

Selection criteria

Each application will be assessed using the pre-determined selection criteria, with projects ranked from highest to lowest priority. An assessment panel will evaluate all eligible applications prior to presentation to the SEMC and Minister for approval.

The selection criteria framework attributes a consistent quantitative analysis to each applicant, allowing a determination of most to least preferred. The selection criterion will be applied once the preliminary review has been undertaken and core eligibility components have been deemed to have been met. All questions in the application contribute to the assessment of the selection criteria

Assessment of the selection criteria is weighted. Selection criteria questions are grouped into the weighting categories:

- Validity of the project: Weighting score 10
- Benefit of the project: Weighting score 20
- Value of the project: Weighting score 20
- Project deliverables achievability: Weighting score 20
- Capacity to deliver the project: Weighting score 5

Successful projects

If you are advised your application is successful, the following process will occur:

1. Deliverables (including KPI's and milestones) confirmed
2. Funding Agreement signed
3. Project commences and satisfactory evidence provided to the SEMC Business Unit
4. First instalment paid (first 50%)
5. Quarterly progress reports completed for the duration of the project
6. Project concludes and final report submitted with satisfactory evidence provided

7. SEMC Business Unit accepts final report and project acquittal
8. Final instalment paid (up to 50% depending on actual spend)
9. Project closes

Where to get the application form

Application forms can be accessed on the SEMC website: www.semc.wa.gov.au/funding. Download the Application Form and save if to your computer prior to completing your application.

Troubleshooting form access

The expandable form type used for the NDRR application can be incompatible with Chrome browsers.

If you are having difficulties opening the 2021-22 NDRR Application Form in your browser when you click on the link, try the following solutions.

Change Browser

Try opening this page and link in an alternate browser such as Internet Explorer.

Alter your browser settings

Open the browser settings.

Navigate to:

Privacy and security → Site Settings (or Content settings) → (additional content) PDF documents

Change the setting to allow "Download PDF files instead of automatically opening them in Chrome".

Submitting your application

Completed applications forms are to be sent to ndrr@dfes.wa.gov.au. A confirmation email with your unique application reference number will be sent. This is not an automated system and may take up to two (2) business days to be received.

If your application is received after the closing time you will be notified of your ineligibility.

Further information

Refer to the SEMC website: www.semc.wa.gov.au/funding for information regarding the grant. The NDRR Frequently Asked Questions section on the website may also provide some answers.

For further information, contact the Senior Emergency Management Officer at ndrr@dfes.wa.gov.au or call 9395 9490.

Your application MUST be received no later than
12 pm (midday) Friday 24 September 2021