



CROWN LAND

2022 Crown Lands Flood Recovery Program – Grant Application Assessment Guidelines

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Preamble

The Crown Land Flood Recovery Program (CLFRP) aims to reinstate flood damaged Crown land assets to enable the pre-flood land use to be restored. The purpose of this guideline is to enable projects submitted under the 2022 CLFRP to be assessed for eligibility and assessed for funding through the 2022 NSW Storms and Floods Clean-up Program. This guideline details the eligibility requirements, assessment criteria, and notification process for both successful and unsuccessful applications.

This guideline is for grant funding applications submitted for Australian Government Reference Number (AGRN) 1012 only (Feb/Mar 2022). For details including dates and locations of AGRN 1012 please refer to: [Natural disaster declarations | NSW Government](#)

Acknowledgment of Country

The Department of Planning and Environment acknowledges the Traditional Owners and Custodians of the land on which we live and work and pays respect to Elders past, present and emerging.

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1 Introduction

1.1 Funding Background

The NSW Government announced an allocation of funding following the February/March 2022 storm and flood event (AGRN 1012). Crown Lands has been allocated \$15 million funding to assist with the restoration and clean-up of Crown land affected by this event.

The 2022 Crown Lands Flood Recovery Program (CLFRP) administers the funding by way of grants to eligible applicants, to support Crown land managers impacted by this storm and flood event.

Eligible Councils can now apply for funding to clean-up, repair and restore flood and storm damage on Crown land. **Damage must be as a result of the 2022 February/March Flood and Storm event only.**

Please note: The most recent 2022 Flood and Storm events (June 2022 onwards), and the February/March 2021 Flood and Storm events are not eligible under this program.

1.2 Purpose of this document

This document outlines the flood recovery program guidelines, including assessment and probity considerations. It aims to provide the framework and controls for;

- (a) Who and what is eligible for funding.
- (b) evaluating Council applications for assistance under the program, and
- (c) any continuing functions of Crown Lands over the life of the program (e.g., monitoring and reporting).

The assessment process outlined in this document is intended to identify the Council applications that best meet the objectives of the flood recovery program.

These objectives are:

- To implement the Government's flood recovery program in the most equitable, efficient and effective way possible.
- To allow councils to restore and clean up crown land affected by Flood Event AGRN 1012.
- To ensure equity and probity considerations are adhered to.

It will be the responsibility of each member of the Technical Sub-Panel, Assessment Panel and Steering Committee to follow the procedures outlined in this document.

Any amendments to the document and the reasons for making those amendments must be clearly documented as part of the record-keeping for the program.

1.3 Key Dates

- Meetings held with eligible councils: 05 September 2022
- Invitations to apply sent: 05 September 2022
- Applications opened: 05 September 2022
- Original closing date: 30 September 2022
- Extension to closing date from Minister provided to: 14 October 2022

2 Roles and Responsibilities

2.1 Technical Sub-Panel

A Technical Sub-Panel has been established in order to undertake the initial eligibility checks, technical analysis and day to day tasks required for analysis of applications.

2.1.1 Technical Sub-Panel Membership

The Technical Sub-Panel has the following membership:

- Manager Natural Resource Services / Grade 11/12
- Principle Project Officer - Emergency Management Strategy / Grade 11/12
- Senior Project Officer – Flood Recovery / Grade 9/10
- Flood Recovery Project Officers / Grade 7/8
- Project Officer 7/8

2.1.2 Roles and Responsibilities of the Technical Sub-Panel

The Technical Sub-Panel has the following roles and responsibilities:

- a) Read, review and assess submissions against each of the program eligibility criteria and conditions for funding listed in this guide.
- b) Identify and list questions that will be the subject of requests for clarification (RFC's) to applicants in relation to their submissions and ensure that these RFCs are conveyed to the applicants in writing and that the responses from applicants are also provided in writing.
- c) Review responses from applicants to the Sub-Panel's RFCs.
- d) Obtain input or advice from additional specialists or external experts (including in other agencies) if required.
- e) Summarise the results of the technical analysis in the form of a Technical Sub-Panel Report, which is provided to the Assessment Panel, including recommendations on eligibility.
- f) Be available to answer Assessment Panel member questions if required at Assessment Panel meetings.

2.2 Assessment Panel

An Assessment Panel has been formed to ensure a rigorous assessment process is adhered to in accordance with these guidelines.

2.2.1 Assessment Panel Membership

The Assessment Panel has the following membership:

1. Director, Asset Strategy, Programs & Compliance – Crown Lands – Chair/Grade PSSE 1
2. Director, Policy - Crown Lands/Grade PSSE 1
3. Program Manager, Community Infrastructure – Regional NSW/Grade 11/12

2.2.2 Roles and Responsibilities of the Assessment Panel

The Assessment Panel is responsible for the following

- (a) Conduct objective assessment of individual submissions against the assessment criteria. Applications will not be compared against other applications received.

- (b) Assessing against the relative extent to which applications meet the criteria, rather than binary or numerical ranking methods.
- (c) Provide an assessment report containing the Assessment Panel's decision on which applications should be approved for final sign off by the Steering Committee.
- (d) Review the information provided by the Technical Sub-Panel and seek clarification if required.
- (e) Review and endorse the processes followed by the Technical Sub-Panel in making its recommendations. However, the Assessment Panel will not necessarily be constrained to accept all recommendations of the Technical Sub-Panel.
- (f) Obtain input or advice from additional specialists or external experts (including from other government agencies) as and when required.
- (g) Deliberate on submissions received and draw up the following:
 - (1) a list of successful applicants to receive funding under the program;
 - (2) a list of unsuccessful applicants who will not receive funding under the program;
 - (3) on the discretion of the Assessment Panel, a 'deferred' list of eligible applications may be developed, which will not initially receive funding but may be called upon if further funding becomes available, and;
 - (4) Review any applications received after the closing date, which may be accepted, however may or may not be considered eligible at the time of assessment
- (h) Ensure that the selection process to develop the above lists is undertaken in accordance with this guideline
- (i) Ensure that the total funding approved does not exceed the allocated budget for the program. In the event that funding all eligible applications would exceed the allocated budget, the Assessment Panel may decide to part fund projects. The Panel may review applications as many times as necessary. If the panel decides to include additional criteria and processes these will be appropriately documented and communicated to applicants in writing prior to the Assessment Panel finalising their assessment.

2.3 Flood Recovery Program Steering Committee

2.3.1 Flood Recovery Program Steering Committee Membership

A Flood Recovery Program Steering Committee was established in December 2021 with the commencement of the newly established CLFRP project team. The Steering Committee is responsible for the long-term implementation of the CLFRP.

For the 62 Councils (AGRN1012) Funding Program, the Steering Committee is comprised of a revised membership that includes the following:

- (1) Executive Director, Land and Asset Management / Grade PSSE 2
- (2) Regional Director East, Land and Asset Management / Grade PSSE 1
- (3) Regional Director West, Land and Asset Management / Grade PSSE 1
- (4) Senior Project Officer, Land and Asset Management / Grade 9/10

2.3.2 Roles and Responsibilities of the Flood Recovery Steering Committee

The CLFRP Steering Committee has been formed to:

- a) Define and help achieve program outcomes;
- b) Lend expertise to the program to aid in the development of formal program guidelines;

- c) Identify potential risks.
- d) Implement appropriate governance, financial and reporting mechanisms.
- e) Provide support and guidance throughout project progress.
- f) Examine, and action where required, any concerns that are raised throughout the course of the program.
- g) The Steering Committee will continue to meet on an as needs basis throughout program implementation.
- h) Review and deliberate on the Assessment Panel Report to determine program outcomes and ensure the program guidelines have been met.
- i) Prepare a Steering Committee Report, to be attached to a briefing note for approval by the Executive Director, Land and Asset Management approving, amending or refusing the Assessment Panel's recommendations.
- j) The Crown Lands Executive Director, Land and Asset Management is responsible for signing off on the final Steering Committee report that approves a list of projects to be funded under the 2022 CLFRP.
- k) The appropriate financial delegate is then responsible for approving the provision of funds to successful applicants.

3 Funding application information

A series of workshops outlining the funding program and application process were held, with all 62 eligible Councils invited to attend. Office of Local Government representatives and Crown Lands Area Managers were also invited to attend. Three workshops were held as follows:

- Funding for flood damage on Crown land managed by Councils - METRO Workshop held at 10am 5th September 2022
- Funding for flood damage on Crown land managed by Councils - HUNTER and NORTH COAST Workshop held at 11.30am 5th September 2022
- Funding for flood damage on Crown land managed by Councils - NORTH WEST and SOUTH EAST Workshop held at 3.30pm 5th September 2022

All workshops were recorded and links to the recordings were subsequently provided to attendees and those who could not make the live streaming of the sessions. A letter and application form was then sent to all eligible Councils on the day of the presentation.

Councils were given until 5pm October 14th to submit their applications via the provided SharePoint Link. A copy of the letter and application form can be found in Attachment A.

4 Eligibility

4.1 What is eligible?

Eligibility under the CLFRP is based on several threshold criteria, summarised below and set out in more detail in Appendix B. If applicants are unable to demonstrate that the project is able to meet ALL of the specified threshold criteria, the application is deemed ineligible and provided to the Assessment Panel for consideration.

Proposed works meeting the following criteria are eligible:

- Project is located on Crown land.
- The project relates to clean up / restoration of Crown land.
- The project provides a social, environmental, cultural or economic benefit.

- The Project is appropriately costed and delivers value for money.
- Damage occurred as a result of AGRN1012.
- Damage sustained to an asset must be able to be demonstrated to be as a direct result of the February/March 2022 storm and flood event (AGRN 1012).

4.2 What is not eligible?

- Works relating to damage sustained during the June 2022 onwards flood and storm events and the February/March 2021 flood and storm events.
- Upgrades, improvements and aesthetic changes. Note: unless restoration requires upgrade to meet current standards.

4.3 Late Applications

Applications received after the closing date may be accepted at the discretion of the Assessment Panel. If the application meets the eligibility assessment, it will be provided to the Assessment Panel to determine if the late application will be included for further assessment based on the nature of the application and circumstances.

5 Assessment of applications

5.1 Assessment of applications in three stages

5.1.1 Stage 1 - Technical Sub-Panel review

The Technical Sub-Panel will analyse applications against the eligibility requirements as outlined in section 4 above and Appendix B. Applications, or individual projects within an application found to be ineligible, will not be assessed further by the Technical Sub-Panel, however will be provided to the Assessment Panel for review and conformation.

Applicants whose project preparation documentation is incomplete or requires clarification, will be given the opportunity to complete and submit the missing documentation within 10 business days of an RFC. RFCs will be provided in writing to the applicant.

Failure to respond to an RFC will be interpreted to mean that the applicant has no further information to provide, and the application will be assessed on that basis.

The Sub-Panel will undertake the review in an impartial, ethical and professional manner and will support their findings with comments and any necessary documents or supporting information (whether obtained from the applicants or from independent sources).

5.1.2 Stage 2 - Assessment Panel review

The Technical Sub-Panel will submit its technical report to the Assessment Panel for consideration. The Assessment Panel will review the technical report and complete objective assessments to determine the relative extent to which applications meet the assessment criteria to make final decisions relating to rationing of available funding. Applications will not be compared against other applications received.

The Assessment Panel will review the technical report taking into account the assessment criteria of risk, equity and total requested funding that is further detailed in the table below. Please note, any risk related decisions will require the completion of a risk assessment.

When reviewing the technical report, the Assessment Panel will not be constrained to accept all recommendations of the Technical Sub-Panel. The Assessment Panel may instruct the Technical Sub-Panel to issue further RFCs to assist in the Assessment Panel’s deliberations.

In the event that additional equity considerations (criteria) and processes are required, these will be communicated to all applicants prior to the Assessment Panel finalising its review.

Criteria	Criteria Description	Evidence Required
Risk	<ul style="list-style-type: none"> • Financial risk <ul style="list-style-type: none"> ○ Value for money ○ Financial capacity • Ability to deliver <ul style="list-style-type: none"> ○ Approval timeframes • Environmental risk • Health and safety • Cultural risk • Reputational risk • Compliance risk • Community risk 	For any risk based decisions the Risk assessment is required to be completed – refer to Appendix C.
Equity	<ul style="list-style-type: none"> • Fair and just treatment of applicants • The spread of projects across different geographic areas • The fair distribution of funding across eligible applicants where no applicant receives an excessive share of available funding unless significant risk factors are identified that warrant a disproportionate allocation of funds • The opportunity for a given applicant to receive partial assistance 	Report provided by the Assessment Panel will detail why decisions were made.
Total Requested Funding	<ul style="list-style-type: none"> • Overall Program expenditure remains within budget funding limits • Consideration of maximum funding limits to the amount of funding that any one Council can receive. Potential for partial assistance to be provided to any eligible applicant 	Assessment report.

The Assessment Panel may also undertake further deliberations as required to make final recommendations on eligible applications.

Where a project/program is jointly undertaken by two or more Councils, each participating Council will be individually evaluated against the assessment requirements and assessment criteria just like any other single applicant.

The Assessment Panel will prepare an Assessment Report of the assessment process and outcomes. The Assessment Report will be the formal record of the work of both the Technical Sub-Panel and Assessment Panel. The Report will include:

- (1) Executive Summary
- (2) Composition of both panels

- (3) Specialist advisers and the extent of their involvement
- (4) Outline of the assessment methodology
- (5) Outline of responses received and major items of clarification
- (6) Assessment Panel findings and decisions on the projects and the reasons for each decision.

All members of the Assessment Panel will sign the Assessment Report and provide it to the Steering Committee.

5.1.3 Stage 3 - Steering Committee review and decision

The Steering Committee will receive the assessment report from the Assessment Panel, and;

- a) Review and deliberate on the Assessment Panel Report to determine program outcomes and ensure the program guidelines have been met.
- b) Prepare a Steering Committee Report, to be attached to a briefing note approving, amending or refusing the Assessment Panel's recommendations.
- c) The Crown Lands Executive Director Land and Asset Management (or other delegated position) is responsible for signing off on the final Steering Committee report and obtaining relevant delegated financial approval (as required).

5.2 Equitable distribution of funds

Depending on program take-up and applications received, and in order to spread the benefits of assistance across as many Councils as possible, the Assessment Panel may opt to set a limit on the maximum assistance that any one Council may receive, and on this basis may consider recommending partial assistance to any one applicant.

Any clarifications or additional information sought by the Assessment Panel on this basis may be done through the Technical Sub-Panel in accordance with procedures applying to all other RFCs to all applicants.

The Probity Advisor will be present at all deliberations of the Assessment Panel and Steering Committee, and (if necessary) at some meetings of the Technical Sub-Panel.

6 Probity

6.1 Probity Advisor

An independent Probity Advisor has been appointed to ensure all assessment tasks are undertaken in accordance with best practice probity considerations. The Probity Advisor will review and endorse this document and will provide probity guidance in relation to application and assessment processes, procedures and documentation for the operation and management of the Crown Land Flood Recovery Program. The Probity Advisor will also observe all Assessment Panel and Steering Committee meetings.

A probity advisor at each stage of the program will confirm in writing that the program is in accordance with probity requirements prior to the commencement of the next stage.

6.2 Conflict of Interest

Persons involved in the assessment of applications for flood recovery funding must ensure that the process is conducted in a fair, ethical and transparent manner. Conflicts of interest arise when it is likely that a person involved in the assessment could be influenced, or could be perceived to be

influenced, by a personal interest in carrying out their roles and responsibilities in relation to the Crown Land Flood Recovery Program.

Potential and/or actual conflicts of interest must be identified, declared and managed. Conflicts of interest of persons involved in the assessment process would result in a lesser standard of independence and transparency than that required to maintain the integrity of the assessment process.

Where a participant in the process is uncertain as to whether a conflict of interest exists, that participant must seek advice and guidance from the Probity Advisor.

6.2.1 No conflicts of interest allowed

Any conflicts of interest which would, or may appear to, adversely affect the impartiality of the assessment process must be identified and appropriately addressed. Members of the Technical Sub-Panel, the Assessment Panel and any specialist advisers are responsible for bringing any actual or perceived conflicts of interest to the attention of the Chair of the Assessment Panel.

6.2.2 Confidentiality and Conflict of Interest Forms

The Technical Sub-Panel, Assessment Panel, Steering Committee and any other persons involved in providing input to the assessment process will be required to sign a Confidentiality and Conflict of Interest Form (Appendix D) following initial review of the applicants and project summaries, however prior to accessing any confidential information or providing input to the assessment of applications. The signed Confidentiality and Conflict of Interest Forms will be retained in accordance with departmental record keeping procedures.

6.2.3 Register of Interest

Should any identified conflict of interest be raised throughout the process, it must be recorded in a register of related interests. All entries in the register will be discussed with the Probity Advisor and any action taken to resolve the interest raised will be clearly documented.

6.3 Record Keeping

Records of the funding process must be maintained in order to allow for independent audit and review. Records will be maintained in accordance with the department's record keeping procedure which improves accountability and transparency of the assessment process.

7 Notifications

7.1 Engagement with applicants

Apart from the notification of successful and unsuccessful applicants by the Assessment Panel, contact with applicants must be through the Technical Sub-Panel and may include the following;

7.1.1 Notification of receipt of applications

After the application closing date, applicants will receive notification via email to confirm that their applications have been received.

7.1.2 Request to applicants for further information or clarification

Applicants may be contacted by the Technical Sub-Panel during the assessment process for further information or clarification, or additional documentation relating to their application through an RFC.

7.1.3 Enquiries from applicants

Applicants may make enquiries via the contact telephone number(s) or e-mail addresses provided in the letter to applicants. Responses to straightforward questions may be provided verbally by telephone, or letter to the applicant by the Technical Sub-Panel. A record of the question asked, and response provided, including relevant dates, will be kept by the responding officer.

The Technical Sub-Panel will determine, in consultation with the Probity Advisor, whether it is appropriate to provide to other applicants a response given to any one applicant. For guidance a response should be provided to other applicants if the response is relevant for all applicants – for instance, if the response clarifies the requirements included in the original application letter. A response should not be provided to other applicants if it is not of general relevance and/or it inappropriately divulges commercial-in-confidence information concerning the applicant who made the query.

7.2 Procedure for Projects Selected for Funding

The CLFRP team will notify applicants in writing of projects that have been successful for funding.

Councils that have been successful in obtaining funding are required to enter into a legally binding Funding Deed with the Department of Planning and Environment. A nominated representative with the appropriate financial delegation from the successful organisation is required to execute the Funding Deed on behalf of their organisation. The Crown Lands Officer executing the Funding Deed on behalf of the Department of Planning and Environment may vary depending on the level of funding that has been approved.

7.3 Procedure for Eligible Projects Not Selected for Funding

Applicants will be notified in writing by the CLFRP team that their projects, even though eligible, have not been selected for funding.

Eligible projects placed on a deferred list may be considered for funding at a later date, should surplus funding become available for any reason and appropriate information is provided at that time to support a subsequent application assessment.

Applicants will be informed in writing by the CLFRP team of any such future funding opportunity.

7.4 Procedure for Ineligible Projects

Applicants will be notified in writing by the CLFRP team of projects deemed to be ineligible for the purposes of the program.

7.5 Compliance with Grants Administration Guide

Requirements as defined in the NSW Government Grants Administration Guide (dated September 2022) will be complied with, including the publication of details relating to all grants awarded within 45 days of the date of execution of a funding deed.

8 Program Evaluation

A detailed evaluation program will be developed to meet the NSW Government Grants Administration Guide. The evaluation program may include the following;

- process evaluation, to consider how the program was delivered, whether it has been implemented as intended, and any issues arising in its implementation
- outcome evaluation, to determine if the program led to its intended outcome

- economic evaluation, to identify and measure the impacts of the program relative to its costs, for providing an assessment of value for money or net community benefit.

9 Feedback

All feedback is to be submitted in writing and addressed to the Chairperson of the Flood Recovery Steering Committee. The Steering Committee will review the written submission at the next committee meeting. Written feedback and any outcomes will be provided following review and if necessary, investigation by the Committee.

10 Payment of grants

Any funds granted to Council through this program will be paid as per the provisions outlined in a Funding Deed executed by both parties (i.e. Crown Lands and Council). The Deed will be provided to successful Councils upon notification of successful projects.

All funding provided through this program must be expended by June 2024.

11 Technical Sub Panel Agreement to implement this guideline

The Technical Sub- Panel acknowledges this guideline including the assessment and probity considerations and agrees to implement its provisions in undertaking its roles and responsibilities in relation to the Crown Land Flood Recovery Program.

12 Assessment Panel Agreement to implement this guideline

The Assessment Panel acknowledges this guideline including the assessment and probity considerations and agrees to implement its provisions in undertaking its roles and responsibilities in relation to the Crown Land Flood Recovery Program.

13 Steering Committee agreement to implement this guideline

The Steering Committee acknowledges this guideline, including the assessment and probity considerations, and agrees to implement its provisions in undertaking its roles and responsibilities in relation to the Crown Land Flood Recovery Program.

Appendix A

Letter and Application Form sent to Councils

Department of Planning and Environment



Our ref: 22/05423

5 September 2022

CROWN LAND FLOOD RECOVERY PROGRAM – APPLICATIONS FOR CROWN LAND FLOOD RECOVERY FUNDING – FEBRUARY MARCH 2022 STORM AND FLOOD EVENT AGRN1012

Dear applicant,

The NSW Government announced an allocation of funding following the February/March 2022 storm and flood event (**AGRN 1012**). Crown Lands has been allocated \$15 million funding to assist with the restoration and clean-up of Crown land affected by this event.

The Crown Lands Flood Recovery Program (CLFRP) administers the funding by way of grants to eligible applicants, to support Crown land managers impacted by this storm and flood event.

Eligible Council Crown land managers can now apply for funding to clean-up, repair and restore flood and storm damage on Crown land under their control. Damage **must be as a result of the 2022 February/March Flood and Storm event only**. **Please note:** the most recent June/July 2022 Flood and Storm event, and the February/March 2021 Flood and Storm events are not eligible under this program.

To make an application under these funding arrangements, please complete the supplied application form located in your SharePoint folder. To access your SharePoint folder please refer to link provided in attached email. Please ensure that all requested supporting documentation is supplied in the "Evidence" folder located in the SharePoint folder. Further information is detailed in the 'How to Apply' information below).

What is eligible

- Clean up and restoration (including repairs to make safe or operable) of flood or storm damaged Crown land, including Crown roads, bridges, drains, structures, community, recreational and cultural assets such as parks, playgrounds, reserves, visitor sites and cultural sites.
- Damage sustained to an asset must be able to be demonstrated to be as a direct result of the February/March 2022 storm and flood event (AGRN 1012).
- Funding is available for clean-up, make-safe and restoration activities only.
- The damaged asset must be located on Crown land for which the applicant is an appointed Crown Land Manager or to whom the Crown land has been devolved under the relevant provisions of the Local Government Act 1993.

What is not eligible

- Works from the June/July 2022 and the February/March 2021 flood and storm events.
- Upgrades, improvements and aesthetic changes. Note: unless restoration requires upgrade to meet current standards.
- Assets that have been or are able to be claimed under insurance or are the subject of other grant funding arrangements.

Department of Planning and Environment



How to apply

1. Click on the SharePoint link provided in the email sent to your Council with this letter.
2. Complete the Application form within, ensuring ALL requested fields are populated including details on the social, environmental, cultural and economic benefits of your projects.
3. Upload ALL relevant supporting information to the "Evidence" folder within SharePoint including relevant evidence of damage, quotations etc.

Evidence to be provided

Applicants must provide:

1. Evidence the damage has occurred as a result of the February/March 2022 events. Evidence may take the form of photographs, videos, satellite imagery, GIS overlays, third party verified asset assessments, asset registers, documented correspondence or equivalent.
2. Details on the total project cost including justifications and quotations etc.
3. A clear map/plan showing the specific location of each proposed project.

Assessment of applications

Following receipt of applications Crown Lands will review all applications and determine the amount of funding to allocated to each Council. Applications will be assessed utilising the following process:

- Crown Lands Flood Recovery Team will review all completed applications to determine eligibility and calculate the total eligible funding amounts; then
- Crown Lands Flood Recovery Steering Committee will review all applications and determine the amount of funding to be allocated to each Council based on eligibility, risk, equity and total requested funding.

Timeframe for applications

Any funds granted to Council will be through a single, upfront grant and will be subject to a funding deed executed by both parties. All funding provided through this program must be expended by **June 2024**.

All applications, including attachments, are **to be submitted by 5pm Friday 30 September 2022**.

If you have any questions please do not hesitate to contact the Flood Recovery Program team at floodrecovery@crowland.nsw.gov.au or call 1300 886 235.

Yours sincerely,

A handwritten signature in black ink, appearing to read "S J Southgate".

Steve Southgate
Director Asset Strategy, Programs and Compliance
Crown Lands – Department of Planning and Environment

Application Form

2022 Crown Land Flood Recovery Funding Program AGRN 1012 - Application Form
 Severe Weather and Flooding Event February/March 2022 (AGRN 1012 22 February 2022 onwards)

Instructions:
 Complete in full Section 1 and Section 2 below. Ensure all details requested in Section 2 are attached in the SharePoint link provided in the application email.

Section 1		
Q1	Organisation name	
Q2	Applicant name (Applicant must be a authorised officer of the Council)	
Q3	Position title	
Q4	Preferred contact number	
Q5	Preferred contact email	
Q6	I confirm that the damage occurred as a result of the Severe Weather and Flooding Event February/March 2022 (AGRN 1012 22 February 2022 onwards)	Yes / No
Q7	I confirm that I have uploaded all requested information to the SharePoint link provided in the email (Evidence can be uploaded to SharePoint link in the application email and please use your LGA name as the reference)	Yes / No
Q8	I declare that all the information supplied is accurate and true	Yes / No
Q9	Signature (please type your full name)	
Q10	Date	

Section 2																	
CROWN LANDS FLOOD RECOVERY PROGRAM 2022																	
PROJECT NUMBER	PROJECT TITLE	PROJECT LOCATION			TOTAL PROJECT COST	PROJECT COST DETAILS	PROJECT INFORMATION			OFFICE USE ONLY - ELIGIBILITY CRITERIA							
Project Number	Name of Project / Location	Lot / DP	Crown Land Reserve Number	Supplied Project Location Plan	\$ Amount ex GST	Provide estimates on the total project cost (please detail any justifications, quotations etc.)	Describe damage to Crown land. Provide detail on public access, current condition of infrastructure, hazards and/or safety issues	Describe Proposed work to address damage on Crown land	Provide details on any Social, Environmental, Cultural or Economic Benefits of the Projects in accordance with the principles of the Crown Lands Management Act	Is the proposed project on Crown Land? (yes / no)	Does the proposed project clean up and restore damage to Crown Land? (yes / no)	Does the proposed project have a social, environmental, cultural or economic benefit? (yes / no)	proposed project been accurately costed? Does it deliver value for money? Has the work been completed? (yes / no / why)	Application Status (Progress to funding, More information required, Not eligible)	FRP Comment	Amount Requested	Amount to be funded
01																	
02																	
03																	
04																	
05																	
..																	

Appendix B

Eligibility Criteria

To be considered eligible, a project must satisfy ALL of the following criteria:

Essential Criteria	Description
Project is located on Crown land	The damaged asset is located on Crown land for which the applicant is an appointed Crown Land Manager (Council), or to whom the Crown land has been devolved under the relevant provisions of the Local Government Act 1993, or is located on Crown land for which the applicant has been granted relevant approval from Crown Lands to undertake works.
The project relates to clean up / restoration of Crown land	The proposed works are clean up and restoration (including repairs to make safe or operable) of flood or storm damaged Crown land, including Crown roads, bridges, drains, structures, community, recreational and cultural assets such as parks, playgrounds, reserves, visitor sites and cultural sites.
The project provides a social, environmental, cultural or economic benefit	The application shows that it provides a benefit to at least one of the following social, environmental, cultural or economic benefit.
Is the project appropriately costed and delivers value for money	The application demonstrates that appropriate financial and or project information is available to ensure transparency and financial risk management. Value for money considerations is proportionate to the value and risk of the project.
Disaster Event and Area	Damage sustained to an asset must be able to be demonstrated to be as a direct result of the February/March 2022 storm and flood event (AGRN 1012) and must be within the declared natural disaster area.

Appendix C

Risk Assessment Template

Applicant:									
Identification		Current Risk			Risk Mitigation	Residual Risk			Recommendation/Comments
Risk Category	Identified Risk	Likelihood	Consequences	Risk Rating	Recommended treatment / control	Likelihood	Consequences	Risk Rating	

Instructions
<ol style="list-style-type: none"> Nominate risk type in column B Identify the risk that is identified at present (Pre project implementation.) For each risk, describe the risk under column C Using the Risk Matrix at right, estimate the likelihood and consequence to determine the risk rating. Populate columns D, E & F with this information. Describe any controls proposed to mitigate the risk (Column G). Calculate the residual risk assuming listed controls are implemented (Columns H, I & J) Provide any comments or recommendations to support the Assessment Panel decision

LIKELIHOOD (L)		
No	Description	Rank
5	Strong likelihood of occurring, with much opportunity and means to occur. Large number of known incidents (records/experience).	Almost Certain
4	Considerable opportunity and means to occur. Regular incidents known (records/experience)	Likely
3	Some opportunity and means to occur. Few infrequent, random occurrences recorded/experienced	Possible
2	Little opportunity or means to occur. No known incidents recorded or experienced	Unlikely
1	Almost no opportunity to occur. Not known to have ever occurred	Rare

DPIE Risk Matrix		CONSEQUENCE				
		(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Extreme
LIKELIHOOD	(5) Almost Certain	Medium 11	High 17	High 20	Very High 23	Very High 25
	(4) Likely	Low 7	Medium 12	High 18	High 21	Very High 24
	(3) Possible	Low 4	Medium 9	Medium 13	High 19	High 22
	(2) Unlikely	Low 2	Low 5	Medium 10	Medium 14	High 16
	(1) Rare	Low 1	Low 3	Low 6	Medium 8	High 15

Appendix D

Confidentiality and Conflict of Interest Form Template

Crown Lands Flood Recovery Program

Confidentiality and conflict of Interest undertaking

As a result of the Recipient's role in assisting with the assessment process for the assessment of applications received for the Crown Lands Flood Recovery Program, the Recipient will become acquainted with potentially confidential Information.

By signing this document, the Recipient undertakes to treat and keep the confidential information in the strictest of secrecy and confidentiality and not disclose the confidential information other than to persons that have also signed a *Crown Lands Flood Recovery Program Confidentiality Agreement Form*.

Further, by signing this document, the Recipient confirms that they do not have any related interest that may create a conflict of interest in relation to the Recipient's role in assisting with the assessment process.

In the event that any actual or perceived conflicts of interest arise throughout the review process, the Recipient agrees to inform the Chair of the Assessment Panel.

Signed by the Recipient

in the presence of:

Witness

Name (printed)