



Australian Government
Department of Home Affairs

National Flood Mitigation Infrastructure Program

Guidelines January 2021

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Change log

Version	Date	Changes
v1.0	11 December 2020	Original program guidelines document
v1.1	28 January 2021	<p>Added <i>application</i> key term.</p> <p>(new) 2.1.3 Added contact information.</p> <p>(new) 4.2.4 Clarified Departmental funding of project costs.</p> <p>(new) 5.1 Added Application Form Criteria</p> <p>(new) 5.1.1 Clarified application submission destination.</p> <p>(new) 5.2.3 Clarified role of local governments in program applications.</p> <p>5.3 Clarified the definition of flood mitigation infrastructure for the purposes of funding eligibility.</p> <p>(new) 5.3.3 Added additional information on what flood mitigation infrastructure may include.</p> <p>5.7 Clarified process for estimating costs.</p> <p>5.8 Clarified project cost exclusions.</p> <p>6. Corrected numbering of sections.</p> <p>6.2.1 Changed approver of panel membership to Director General Emergency Management Australia.</p> <p>6.6.2 Added equality of access to information.</p> <p>8.1 Clarified applicability of <i>Disaster Recovery Funding Arrangements 2018</i> state assurance activities.</p> <p>8.2.1 Aligned timing of the submission audit reporting with the <i>Disaster Recovery Funding Arrangements 2018</i>.</p> <p>General formatting updates.</p>

1. Glossary of key terms

Key term	Definition
applicant	The state or territory government applying funding under the <i>program</i> .
application	The method undertaken by the applicant in order to request funding under the <i>program</i> .
contact officer	The key working level contact identified by the <i>applicant</i> as the primary point of contact for all engagements on the application or program following submission of the application.
Council of Australian Governments (COAG)	Primary intergovernmental forum in Australia from 1992 to 2020.
Department	The Department of Home Affairs responsible for administering the <i>program</i> .
Disaster Recovery Funding Arrangements 2018	The arrangements under which the Australian Government provides financial assistance to state and territory governments to assist relief and recovery activities following an eligible natural disaster.
Disaster Recovery Funding Arrangements Management System	The processes and controls implemented by a state or territory government agency and third-party organisations (where applicable) in relation to an estimated reconstruction cost, as defined by the <i>Disaster Recovery Funding Arrangements 2018</i> .
Emergency Response Fund (ERF)	<p>The Emergency Response Fund was established in December 2019 and is administered under the <i>Emergency Response Fund Act 2019</i>, with operational guidance provided in the <i>Emergency Response Fund Program Guidelines</i>.</p> <p>The Emergency Response Fund provides \$150 million annually to support emergency response and recovery from natural disasters in Australia that have a significant or catastrophic impact.</p> <p>The Emergency Response Fund also provides an additional \$50 million annually to build resilience to, prepare for, or reduce the risk of future disasters, or build the long-term sustainability of communities that are at risk of being affected by a future disaster.</p>
Emergency Response Fund Act 2019	The legislation that establishes the Emergency Response Fund.
essential public asset	Defined as ‘an asset which must be a transport or public infrastructure asset of an eligible undertaking which, the state considers, and the department agrees, is an integral part of a state’s infrastructure and normal functioning of a community’ as per the <i>Disaster Recovery Funding Arrangements 2018</i> .
flood mitigation infrastructure	An essential public asset with the primary purpose of reducing the risk of flood to, and/or impact of flooding on, a community or communities.
Minister	The Minister for Agriculture, Drought and Emergency Management who is the accountable authority for the program.
National Disaster Risk Reduction Framework	The framework developed by the Australian Government that outlines the strategic priorities, drivers for action and guiding principles for national disaster risk reduction activities.
program	The National Flood Mitigation Infrastructure Program 2020-21.

Key term	Definition
program administrator	A member and/or section within the Emergency Management and Coordination Group of the Department of Home Affairs.
program review panel	The expert panel established to ensure the success of the program through the impartial assessment of applications and development of evidence-based recommendations.
project	A flood mitigation infrastructure activity undertaken by the relevant state and territory government in the context of the program.
recipient	The state and territory government receiving program funding for a successful project.
state appointed auditor	An auditor appointed by the state or territory government to conduct audit and assurance activities.

2. Overview

2.1 Purpose

- 2.1.1 These guidelines provide information on the administration of the National Flood Mitigation Infrastructure Program (the *program*). The intended users are the Australian Government, as the *program administrator*, and state and territory governments, as the intended *applicants*.
- 2.1.2 These guidelines may be updated at any time during the course of the *program* to provide further details as they arise, while maintaining the integrity and transparency of the program.
- 2.1.3 Queries regarding the *program* should be directed to national.flood.mitigation@homeaffairs.gov.au

2.2 Context

- 2.2.1 Many Australian communities are exposed to flooding, with varied impacts and damage that can be substantial and devastating. The Australian Government, in the State of the Climate 2020, reported that heavy rainfall events in Australia are becoming more intense, with an increase in the intensity of short-duration extreme rainfalls. Such events are associated with flash flooding and an increased risk to communities. Further, Deloitte Access Economics¹ found flooding to be the most costly natural hazard-related cause of disaster when both tangible and intangible losses are taken into account. However, for many households and communities the ability to reduce flood risk is beyond their control.
- 2.2.2 This *program* reflects the Australian Government's commitment to support impactful, national flood mitigation priorities through the provision of \$50 million in 2020-21 from the Emergency Response Fund. In line with National Priority 3: Enhanced investment of the *National Disaster Risk Reduction Framework*², the *program* will target high priority locally and nationally significant flood mitigation infrastructure activities, with a view to maximising broader social and economic outcomes, including through limiting future disaster recovery needs and costs.

2.3 Program purpose and outcomes

- 2.3.1 The *program* will contribute to, or pay for, the improvement or construction of *flood mitigation infrastructure* to support local communities mitigate their priority flood risks and reduce the impact of flood events.
- 2.3.2 The outcomes to be achieved through the *program* are:
- reduction in the impact of future floods on a specific community or communities
 - reduction in the expected future eligible expenditure under the Disaster Recovery Funding Arrangements 2018
 - positive change in the insurability of the existing flood mitigation infrastructure
 - addressing relevant household or local government insurance affordability as a result of the improvement or construction of the flood mitigation infrastructure
 - ancillary to the above, local job creation.

¹ Deloitte Access Economics, (2019). *The social and economic cost of the North and Far North Queensland Monsoon Trough*. Brisbane: Queensland Reconstruction Authority.

² Australian Government. Department of Home Affairs, (2018). *National Disaster Risk Reduction Framework*. Canberra: Department of Home Affairs.

3. Timeframes

3.1 Delivery timeframes

- 3.1.1 Applications for the *program* will open on 21 December 2020, and **close at 5pm AEST on 12 February 2021**.
- 3.1.2 The Australian Government *project review panel* will assess applications in early 2021, with the intent to make a recommendation to the *Minister* and announce successful *projects* in March 2021.
- 3.1.3 Funding agreements with relevant state and territory governments will be established following this announcement, with the first milestone payment to be made prior to 30 June 2021.

3.2 Milestones

- 3.2.1 *Project* specific timeframes, including estimated date of completion, and delivery milestones will be determined with the relevant state and territory governments during the development of the bilateral agreement.

4. Funding and agreements

4.1 Funding source

- 4.1.1 The *program* is funded from the \$50 million component of the *Emergency Response Fund* and is made available through the *Council of Australian Governments (COAG) Reform Fund*.
- 4.1.2 The *Emergency Response Fund* is intended to complement existing sources of funding for relevant activities.

4.2 Allocation of funding

- 4.2.1 A maximum of \$50 million is available in 2020-21 for the *program*. Allocations will consider:
- prioritisation of projects submitted by the state and territory government
 - availability of other Australian Government funding sources
 - relative flood risk and mitigation impact
 - reduction of relevant household or local government insurance premiums;
 - likelihood of project success, and
 - equitable share across all state and territory jurisdictions, where possible and reasonable.
- 4.2.2 There is no funding cap for each application or limit on the number of *applications* that can be submitted by a state or territory government.
- 4.2.3 A co-contribution from the state or territory government, and/or other appropriate funding partners is desirable but not essential.
- 4.2.4 The *Department* may provide funding for some or all of the estimated project costs.

4.3 Project funding agreements

- 4.3.1 Funding for successful *project* proposals will be provided to state and territory governments through the establishment of a relevant funding arrangement under *the Intergovernmental Agreement on Federal Financial Relations*.

5. Eligibility criteria

5.1 Application form criteria

5.1.1 An *application* will only be deemed valid for assessment if the application:

- is made using the provided Application Form (see Attachment A)
- is complete with all particulars
- is submitted by a state or territory government agency
- demonstrates support by the relevant state or territory emergency management minister
- is provided to the *Department* via email at national.flood.mitigation@homeaffairs.gov.au, and
- is provided to the *Department* by 5pm AEST 12 February 2021.

5.2 Only a state or territory government may apply for *program* funding

5.2.1 Only a state or territory government may apply for *program* funding. However, a state or territory government may use a third party to deliver the *project* on its behalf, including through the procurement of a commercial service provider or through funding a local government.

5.2.2 This does not diminish the responsibility of state and territory governments to assure and audit the project's preservation of eligibility, integrity and expenditure. Further details are at Section 8: Audit and Assurance.

5.2.3 Interested local governments with eligible *projects* should contact their state or territory government's emergency management agency to discuss the state or territory government's support for and submission of that *project* on the local government's behalf.

5.3 Only *flood mitigation infrastructure* may be eligible for *program* funding

5.3.1 *Flood mitigation infrastructure* is an *essential public asset*, as defined in the *Disaster Recovery Funding Arrangements 2018*, with the primary purpose of reducing the risk of flood to, and/or impact of flooding on, a community or communities.

5.3.2 Eligible infrastructure may include, but is not limited to: dams, levees, bridges, culverts and other drainage systems, rainfall and river height measurement systems, weather radar systems and flood warning infrastructure, where that infrastructure appropriately meets the definition of *flood mitigation infrastructure*.

5.3.3 *Flood mitigation infrastructure* may also include non-physical components, such as specific information technologies, that in their absence would render the flood mitigation infrastructure wholly inoperable.

5.3.4 State and territory governments are responsible for assessing and demonstrating that the infrastructure is *flood mitigation infrastructure* in accordance with paragraphs 5.3.1 to 5.3.3 above.

- Such evidence may include businesses cases, flood mitigation strategies and other supporting documentation that demonstrates eligibility.

5.4 A project must be for the improvement of an existing or construction of a new *flood mitigation infrastructure*

5.4.1 State and territory governments may apply for *program* funding to support the improvement of an existing or the construction of a new *flood mitigation infrastructure*.

5.4.2 The improvement of an existing, or the construction of new, *flood mitigation infrastructure* must have an outcome of reducing flood risk to, **and** the impact of flood on, a specific community or communities, **and** at least one of the following outcomes:

- reduction in expected future eligible expenditure under the *Disaster Recovery Funding Arrangements 2018*
- material improvement in the insurability of the existing *flood mitigation infrastructure*, and/or
- addresses relevant household or local government insurance affordability as a result of the *flood mitigation infrastructure*.

5.4.3 State and territory governments are required to provide assurance to the Australian Government that the evidence supporting claims of the achievability of relevant outcomes are authoritative and can be relied on.

5.5 State and territory governments must consult with local governments and communities

5.5.1 State and territory governments are required to consult with, and evidence the consultation with, relevant local governments and/or community or communities on the need for and decision to implement the specific *flood mitigation infrastructure project*.

5.5.2 State and territory governments may draw on consultation previously undertaken with appropriate local governments and/or community or communities, where it can be demonstrated that the consultation is relevant and that the outcomes of this consultation remain unchanged.

5.6 State and territory government must indicate the relevant priority of *projects*

5.6.1 State and territory governments are required to disclose and evidence each *project's* relative priority within the state or territory and why each *project* has been submitted for *program* funding.

5.6.2 If a state or territory government is submitting multiple applications, each *project* must be prioritised within that group of applications.

5.6.3 The framework for determining prioritisation must be clearly articulated to allow for a national level assessment of relative priority across multiple states and territories.

5.7 Processes for estimating cost of *projects*

5.7.1 Consistent with the *Disaster Recovery Funding Arrangements*³, the estimated *project* costs must be determined through:

- a market response, or
- cost estimation.

5.7.2 If 'market response' is the selected method, the applicable procurement processes must be followed when requesting pricing from the market.

5.7.3 If *cost estimation* is the selected method, *states* must verify the estimated **construction** cost by:

- using an internal engineer or quantity surveyor with the appropriate level of expertise and experience, or

³ Australian Government. Department of Home Affairs, (2018). *Disaster Recovery Funding Arrangements*. Canberra: Department of Home Affairs, page 29, sections 6.4.2, 6.4.6, and as relevant, 6.4.7.

- engaging an independent engineer or quantity surveyor with the appropriate level of expertise and experience.

5.8 Project cost exclusions

5.8.1 Estimated and actual *project* costs must not include:

- costs already incurred by the *applicant* or a local government, in the delivery of a *project* or *application* associated with this *program*
- costs already incurred or expected to be incurred by the *applicant* or a local government, in the development of a *project* or *application* associated with this *program*,
- costs already incurred by any party in relation to the maintenance, improvement or construction of the relevant *flood mitigation infrastructure*
- the cost of the acquisition of land or property.

5.9 State and territory governments must disclose other *project* funding sources and amounts

5.9.1 State and territory governments must disclose all *project* funding sources and amounts provided or committed in relation to the *flood mitigation infrastructure*.

5.9.2 State and territory governments are also required to disclose whether and how *projects* will be delivered if the full funding request is not available through the *program*.

5.10 Only *projects* that do not have an existing full funding commitment are eligible for *program* funding

5.10.1 *Projects* where the *program* funding would be used to replace funding already committed to the *project* from other sources are not eligible under this *program*.

6. Application and assessment processes

6.1 Application process

- 6.1.1 *Applications* must be approved by the respective state or territory government emergency management minister prior to submission to the *Minister*. Evidence of this approval should be submitted with the *application*.
- 6.1.2 Completed *applications* are to be provided to the *Minister*, through the *Department*, by **5pm AEDT on 12 February 2021**.
- 6.1.3 *Applications* must be submitted using the Application Form template at **Attachment A**.
- 6.1.4 The Australian Government reserves the right to discuss the *application* or *project* and request additional information from the state or territory government through the *contact officer*.

6.2 Program Review Panel

- 6.2.1 The *program review panel* will consist of members of the *Department*, and other key Commonwealth agencies, as agreed by the Director General Emergency Management Australia. The *program review panel* will be chaired by a member of the *Department* delegated by the Director General Emergency Management Australia, being the Commonwealth official responsible for making recommendations to the *Minister* concerning the use of funding, in accordance with the *Emergency Response Fund Guidelines*.
- 6.2.2 *Program review panel* members will cover a range of relevant subject matter knowledge and expertise to ensure that:
- *projects* and/or the *program* complement other Australian Government programs; and
 - there is no alternative funding source or duplication of proposals.
- 6.2.3 The *program review panel* will be responsible, where necessary, for substantiating with *applicants* any claims associated with flood risk, disaster recovery funding, insurance, and community impact where the evidence provided by an *applicant* is considered insufficient.
- 6.2.4 The Australian Government, through the *program review panel*, reserves the right to engage the services of a subject matter expert or representative from a non-government organisation, if required.
- 6.2.5 Allocations may also consider the advice of, and data provided by, Commonwealth agencies, such as the Bureau of Meteorology and the CSIRO.

6.3 Assessment principles

- 6.3.1 To ensure consistency, a predetermined assessment matrix, which refers to the eligibility and assessment criteria outlined in these *guidelines* will be used by the *program review panel*.
- 6.3.2 Assessment against this matrix will result in *applications* receiving a weighted score, which will be used to inform funding allocation decisions.

6.4 Equity principles

- 6.4.1 To ensure an equitable and transparent distribution of funds, allocations will be made based on the merit of each individual *application*.
- 6.4.2 Consideration will be given to the equitable distribution of the *program* funds to ensure all state and territory governments have an opportunity to receive support for their priority initiative.

6.4.3 'Equitable distribution' does not mean an equal distribution of *program* funds.

6.5 Decision making

6.5.1 The *Minister* is responsible for making decisions about *projects* to receive *program* funding and the amount of *program* funding to be allocated to a *project*.

6.5.2 Advice to the *Minister* on the projects recommended to receive program funding will be provided by the Director General of Emergency Management Australia, informed by the *program review panel*. The *Minister* may take into account other advice as appropriate.

6.6 Probity

6.6.1 The *Department* will administer the *program* with fairness, transparency, contestability and accountability.

6.6.2 The *Department* will ensure equality of access to information by developing a regularly updated guidance document that in response to relevant queries submitted to the Department.

7. Monitoring and reporting

7.1 Project reporting

- 7.1.1 State and territory governments must undertake regular monitoring and reporting in line with the project-by-project requirements outlined in the bilateral agreement.
- 7.1.2 The Australian Government may request additional information and/or reporting, outside the agreed milestones, if deemed necessary.
- 7.1.3 *Project* reporting will be considered as supporting documentation during the audit and assurance process.

8. Audit and assurance

8.1 Program assurance is informed by the *Disaster Recovery Funding Arrangements 2018* state assurance activities⁴

8.1.1 The objectives of the *program* assurance activities are to provide the Commonwealth with reasonable assurance over:

- each state or territory government's *Disaster Recovery Funding Arrangements Management System*, as it relates to state and territory government controls for:
 - market response
 - cost estimation
 - the eligibility and integrity of the expenditure included in the *project* expenditure acquittal form.

8.1.2 The *Department* will confirm, and the state or territory government must provide a copy of, the relevant assurance report provided for the purposes of the *Disaster Recovery Funding Arrangements 2018*⁵.

8.2 State and territory government are required to submit an audit report to acquit the *project*

8.2.1 State and territory governments in receipt of *program* funding are required to submit an audited *project* expenditure acquittal to the *Department* no later than nine months from the end of the financial year (that is, for the audit of the period 1 July 2020 – 30 June 2021, the audit report is due no later than 31 March 2022) in which the project was completed, unless otherwise specified in the funding agreement. This timeframe is consistent with the *Disaster Recovery Funding Arrangements*.

8.2.2 State and territory governments must engage the services of a *state appointed auditor* to undertake the audit activity.

8.2.3 On request from the *Department*, the *state appointed auditor* must be available to the *Department* or its auditor for consultation on the audited *project* expenditure acquittal.

8.2.4 The audited *project* expenditure acquittal must be in the form prescribed at **Attachment B**.

8.3 State, territory and local government must maintain appropriate records

8.3.1 State, territory and local governments must keep an accurate audit trail for seven (7) years from the end of the *project*.

8.3.2 The *Department* may, at any time, request documentation from *applicants* to evidence the state or territory government's compliance with any aspect of the *program*.

8.3.3 State and territory governments must make available to the *Department* within one (1) month all documentation relevant to a request by the *Department*.

⁴ Australian Government. Department of Home Affairs, (2018). *Disaster Recovery Funding Arrangements*. Canberra: Department of Home Affairs, page 44, section 10.

9. Public acknowledgement of Commonwealth funding

9.1 Joint announcements of approved *projects*

9.1.1 The announcement of an approved *project* or *projects* must be through a joint media release, or other joint announcement, unless otherwise agreed by the *Department*.

9.1.2 The *Department* and state or territory *contact officer* must work together on the details of a joint media release or other joint announcement.

9.1.3 When referring to an approved *project*, it must be described as:

- ‘jointly funded by the Commonwealth and ^insert name of state^ under the National Flood Mitigation Infrastructure Program’ or,
- ‘funded by the Commonwealth under the National Flood Mitigation Infrastructure Program.’

9.2 Arrangements for subsequent communication opportunities

9.2.1 State and territory governments, through the *contact officer*, must reach prior agreement with the *Department* on the nature and content of any subsequent events, announcements, promotional material or publicity relating to the *project*. This includes but is not limited to:

- any state or territory government media releases regarding the *project* or *program*
- ceremonies related to the *project* or the specific *flood mitigation infrastructure*
- media events that include reference to the *project* or *program*
- plaques and signage related to the *project* and the specific *flood mitigation infrastructure*.

10. Attachment A – Application Form

National Flood Mitigation Infrastructure Program

Application covering sheet

This covering application form is to be submitted by the relevant state or territory government, and must refer to, and include all applications being submitted.

Regardless of the number of applications being submitted by a state or territory government, only one application covering sheet is required.

Grey instructional text should be deleted prior to submission.

Part 1 – Applicant Information

State/territory	<i>Choose an item.</i>
Organisation/Department	<i>Name of the organisation submitting the application</i>
Contact Officer	<i>Details of the contact officer, including name, title, email and phone number.</i>

Part 2 – Submission overview

Number of applications submitted	<i>Choose an item.</i>
Total value of bids submitted	<i>Provide an approximate total value of all applications submitted</i>
Name of applications submitted	<i>Using dot points, list the name of the applications submitted</i>
Are these applications eligible for funding as per the criteria outlined in the Program Guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 – Prioritisation

Order of prioritisation	<i>Please place applications in order of prioritisation</i>
Basis for this prioritisation	<i>Please provide a basis for this prioritisation, including any evidence which may have influenced this prioritisation.</i>

Part 4 – Minister's clearance

Minister's Name	
Title	
Date of clearance	

National Flood Mitigation Infrastructure Program

Project application form

This project application form is to be completed for each project that seeks funding from the National Flood Mitigation Infrastructure Program. In order for this application to be considered eligible, all sections must be completed, with the finalised application attached to the Application Covering Sheet, prepared by the relevant state or territory government.

Grey instructional text should be deleted prior to submission.

Part 1 – Application Overview

State/territory	<i>Choose an item.</i>
Project name	<i>What is the name of the project?</i>
Will this project be delivered by a third party, such as a commercial service provider or through a local government?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the third party or local government	<i>Name of the third party, such as the commercial service provider or local government who will be engaged to deliver the project.</i>
State/Territory Contact officer	<i>Details of the contact officer, including name, title, email and phone number</i>

Part 2 – Project Overview

Will this project result in the construction of a new asset?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where will this asset be located	<i>Provide clear details regarding the location of this asset</i>
Will this project result in the improvement of an existing asset?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where is this asset located?	<i>Provide clear details regarding the location of this asset</i>
If yes, provide an overview of the works	<i>Provide an overview of the works that will be undertaken</i>

Part 3 – Existing Infrastructure

Has the asset ever been impacted by a natural disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details of the event	<i>Provide details of the disaster/s, including impacts and associated recovery activities, including costs.</i>
Has financial assistance, such as that available under the Disaster Recovery Funding Arrangements, ever been received for this asset?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	<i>Outline the assistance provided under the Disaster Recovery Funding Arrangements, including the Australian Government Reference Number (AGRN).</i>
Has financial assistance previously been, or is currently being, provided through Commonwealth, state/territory or other initiatives to support this asset?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4 – Detailed project overview	
Detailed project description	<i>Provide a detailed description of the project.</i>
Why is this project required?	<i>Clearly articulate why this project is required. What would be the consequences if this project was not undertaken?</i>
Are documents attached to provide evidence of this need?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are the proposed outcomes for this project?	<i>Clearly articulate the proposed outcomes for this project, including community benefits.</i>
What is the proposed delivery timeframe for this project?	<i>Provide an overview of the proposed delivery timeframe for this project, i.e. when is it expected to be completed?</i>

Part 5 – Financial	
What is the estimated cost for this project?	<i>What is the estimated cost for this project?</i>
Will a co-contribution be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the value of the co-contribution?	<i>Outline the value of the co-contribution.</i>
If yes, who is providing the co-contribution?	<i>Provide an overview of who is providing the co-contribution (i.e. state or territory government, or local government) and outline if this funding is being provided on an ad hoc basis, or through an existing program.</i>

Part 6 – Community Consultation	
Has community consultation been undertaken prior to the submission of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of this consultation	<i>Provide a detailed overview of the community consultation undertaken to support the development of this application, consideration should be given to the community feedback received, and how this shaped the application.</i>
Are documents attached to provide evidence of this consultation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. Attachment B – Project acquittal documentation

National Flood Mitigation Infrastructure Program

Acquittal summary form

This acquittal summary form is to be completed by the state and territory government for each project that was provided with funding from the National Flood Mitigation Infrastructure Program.

The acquittal summary form must be submitted within three months after the completion of the project. In order for the acquittal summary form to be accepted by the Australian Government, all relevant information and attachments must be included, with the declaration completed by the relevant responsible officer.

Grey instructional text should be deleted prior to submission.

Part 1 – General Information	
State/territory	<i>Choose an item.</i>
Project name	<i>What is the name of the project, as per the original application?</i>
Project reference number	<i>What is the project reference number provided by the Australian Government?</i>
State/Territory Contact officer	<i>Details of the contact officer, including name, title, email and phone number</i>

Part 3 – Acquittal overview (Project outcomes)	
Was the project delivered as per the bilateral agreement established between ^state name^ and the Australian Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please justify.	<i>Provide a detailed justification outlining why the project was not delivered in line with the terms and conditions outlined in the bilateral agreement. What impact did this have on the project?</i>

Part 2 – Financial Information	
Amount allocated to the project	<i>The amount allocated to the project under the National Flood Mitigation Infrastructure Program. This figures should not include the value of a co-contribution (if applicable).</i>
Value of the funding being acquitted	<i>The value of the funding being acquitted in this acquittal summary form.</i>
Was a co-contribution provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the value of the co-contribution?	<i>The value of the co-contribution provided.</i>
If yes, who provided the co-contribution?	<i>Provide an overview of who provided the co-contribution (i.e. state or territory government, or local government) and outline if the funding was provided on an ad hoc basis, or through an existing program.</i>

Part 3 – Acquittal overview (Financial)	
Was the project delivered in line with the requirements outlined in the <i>National Flood Mitigation Infrastructure Program Program Guidelines</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, please justify.	<i>Provide a detailed justification outlining why the project was not delivered in line with the requirements outlined in the National Flood Mitigation Program Program Guidelines.</i>
Where allocated funds used for ineligible expenses as outlined in section 5.7 of the <i>National Flood Mitigation Infrastructure Program Program Guidelines</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail.	<i>Provide a detailed justification outlining why funds provided under the National Flood Mitigation Infrastructure Program were used for ineligible expenses.</i>

Part 4 – Supporting documentation

Is the Financial Statement Claim attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
As per section 7.2 of the <i>National Flood Mitigation Infrastructure Program Program Guidelines</i> is a report from the state appointed auditor attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there financial documentation, such as contracts, invoices, receipts etc. attached to support this acquittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there additional documentation attached to support this acquittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify.	

Part 5 – Declaration

We/I certify that ^organisation and/or department name^ has delivered ^project name^ under the National Flood Mitigation Infrastructure Program and in line with the requirements outlined in the bilateral agreement, established with the Australian Government on ^date^.

We/I certify that project activities, including expenditure, align and comply with the criteria set out in the National Flood Mitigation Infrastructure Program, Program Guidelines.

We/I acknowledge that records relating to this funding must be kept for a minimum of seven (7) years. We also acknowledge that the Australian Government may request additional information, or conduct an audit to verify the accuracy of information contained in this acquittal summary form.

Name	
Title	
Signature	
Date	

National Flood Mitigation Infrastructure Program

Financial statement claim form

To support the acquittal summary form, the state and territory government must complete the financial statement claim form for each project that was provided with funding from the National Flood Mitigation Infrastructure Program.

The headings in the financial statement claim form template should be amended, if required, to ensure expenditure is accurately outlined. Sub-headings should be included, where possible to assist with breaking down costs.

The declaration must be completed by the relevant responsible officer.

All relevant expenditure must be outlined in the table below, with the final figure to add up to the amount provided by the Australian Government.

	Net expenditure	Value of co-contribution (if applicable)	Australian Government Contribution
Project Management Costs			
<i>Total Project Management Costs</i>			
Construction Costs			
<i>Total Construction Costs</i>			
Audit and Assurance Costs			
<i>Total Audit and Assurance Costs</i>			

Declaration

I certify the above stated expenditure by the ^state or territory name^ government is correct and conforms to the National Flood Mitigation Infrastructure Program, Program Guidelines, and the terms and conditions outlined in the bilateral agreement, established on ^data^.

Name	
Title	
Signature	
Date	