



Guidelines for Applicants 2018-19

Floodplain Management Program

© 2018 State of NSW and Office of Environment and Heritage

With the exception of photographs, the State of NSW and Office of Environment and Heritage are pleased to allow this material to be reproduced in whole or in part for educational and non-commercial use, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of photographs.

The Office of Environment and Heritage (OEH) has compiled this report in good faith, exercising all due care and attention. No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. OEH shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of this publication. Readers should seek appropriate advice when applying the information to their specific needs.

All content in this publication is owned by OEH and is protected by Crown Copyright, unless credited otherwise. It is licensed under the Creative Commons Attribution 4.0 International (CC BY 4.0), subject to the exemptions contained in the licence. The legal code for the licence is available at Creative Commons.

OEH asserts the right to be attributed as author of the original material in the following manner: © State of New South Wales and Office of Environment and Heritage 2018.

Published by:

Office of Environment and Heritage
59 Goulburn Street, Sydney NSW 2000
PO Box A290, Sydney South NSW 1232
Phone: +61 2 9995 5000 (switchboard)
Phone: 131 555 (environment information and publications requests)
Phone: 1300 361 967 (national parks, general environmental enquiries, and publications requests)
Fax: +61 2 9995 5999
TTY users: phone 133 677, then ask for 131 555
Speak and listen users: phone 1300 555 727, then ask for 131 555
Email: info@environment.nsw.gov.au
Website: www.environment.nsw.gov.au

Report pollution and environmental incidents
Environment Line: 131 555 (NSW only) or info@environment.nsw.gov.au
See also www.environment.nsw.gov.au

ISBN 978-1-925753-10-3
OEH 2018/0051
January 2018

Find out more about your environment at:
www.environment.nsw.gov.au

Contents

- Introduction 1
- Eligibility 1
 - What will be funded? 2
 - What will not be funded? 2
- Program objectives 3
- Funding priorities 3
- What applicants will need to contribute 3
 - Special consideration 3
 - Partnerships 4
- Project implementation timeframe 4
- Funding agreements 4
- Assessment process 5
- Assessment criteria 5
 - Essential criteria 5
 - Other criteria 5
- Additional guidance on some specific items 6
 - Pit and pipe survey 6
 - Floor level survey 6
 - Community consultation 6
- Contacts for assistance 6
 - General administration inquiries 7
- Submission process 7
 - Closing date 7
 - Lodging the application 7
- Other programs 7
- Instructions for completing the application form 8
 - 1a & b. Applicant details 8
 - 1c. Project partners 8
 - 2. Project title 8
 - 3a. Project category 8
 - 3b. Project priority in a completed flood risk management study and plan 8
 - 3c. Benefits 9
 - 4. Project significance 9
 - 5. Project timeframe 9

6. Project location	9
7. Budget overview	9
8. Special consideration	10
9. Financial commitment to the project and ongoing maintenance	10
10. Project summary	10
11. Other funding sources	10
12. Other grants at this location	11
13. Flood history and studies	11
14. Why is funding required?	11
15. Project objective	11
16. Project outcomes	11
17. Project outputs	11
18. How does the project meet the Floodplain Management Program's objectives?	12
19a & b. Floodplain risk management	12
20a & b. Community and other support	12
21. Capacity to deliver	12
22. Funding agreement	13
23. Competitive tendering of contract	13
24. Discussion with Office of Environment and Heritage	13
25. New works ranking form	13
26. Preliminary work plan	13
Instructions for completing the New Works Ranking Form	14

Introduction

The NSW Government provides technical and financial support to local government under the Floodplain Management Program (the Program) to manage flood risk. The primary objective of the Program is to support the implementation of the NSW Flood Prone Land Policy, which aims to reduce the impacts of existing flooding and flood liability on communities and to reduce private and public losses resulting from floods, using ecologically positive methods wherever possible.

The Program is administered by the Office of Environment and Heritage (OEH).

The NSW Government recommends that local government manage its flood risk by following the floodplain risk management process outlined in the Floodplain Development Manual (2005).

Closing date: **5.00pm 28 March 2018**

Eligibility

The following organisations are eligible to apply.

- local councils
- county councils
- other government bodies with equivalent floodplain risk management responsibilities to local councils (e.g. Lord Howe Island Board, Hunter Local Land Services (LLS)).

Local councils can also work together in a group, provided that:

- one council is the lead agency in terms of signing of the funding agreement, managing monies and reporting on the project, or
- a relevant Regional Organisation of Councils applies for and manages the funding.

What will be funded?

Applications can be made for the following independent projects:

Stage 1	Flood study (including data collection).
Stage 2	Prepare or review floodplain risk management study and plan.
Stage 3	Investigation, design and/or feasibility study (where required) for works identified in a floodplain risk management plan; this stage must be undertaken for any works projects that are likely to exceed a total project cost of \$500,000.
Stage 4	<p>Implementing actions identified in a floodplain risk management plan, including but not limited to:</p> <ul style="list-style-type: none"> • structural works such as levees, detention basins, floodgates and flow conveyance improvements (if these are extensive works requiring a high level of funding, they should be broken into stages) • flood warning systems • evacuation management • upgrades of flood assets that have reached the end of their design life • voluntary house raising (further information on the eligibility criteria and implementation of voluntary house raising projects is available in Floodplain Management Program Guidelines for voluntary house raising schemes) • voluntary purchase (further information on the eligibility criteria and implementation of voluntary purchase projects is available in Floodplain Management Program Guidelines for voluntary purchase schemes).

Note: councils are encouraged to submit a maximum of **four** applications per funding round, these should be the highest priority projects for funding.

Costs related to the education of residents via mailouts, workshops or other methods will be funded where those costs are deemed to be reasonable and well justified.

What will not be funded?

Funding will not be provided for:

- **GST** - the project cost is to exclude GST.
- **Retrospective projects** - funding is not available for works already completed or underway.
- **Administration costs** - unless otherwise approved in writing by OEH, all internal costs (including on-costs) associated with the core activities of the applicant are ineligible for funding. An applicant's core activities include preparing study briefs, reviewing proposals and tenders, researching and copying records, attending meetings, contract and grant administration, accounting costs, staff costs associated with liaising with the public and with government agencies.
- **Project management costs** – unless specifically approved at the time of application.
- **Non-monetary contributions as matching funds** - an applicant's matching funds must be in the form of monetary contributions, and cannot include in-kind or voluntary contributions.
- **Contingencies** - should not be included in the application.
- Projects the applicant can reasonably be expected to undertake without financial assistance from the program.
- Maintenance of assets or replacement of assets that have not been appropriately maintained.

Program objectives

The Floodplain Management Program objectives are to provide financial support to councils and eligible public land managers to:

- reduce the impacts of existing flooding and flood liability on communities and to reduce private and public losses resulting from floods
- make informed decisions on managing flood risk by preparing floodplain risk management plans (and associated background studies) under the floodplain risk management process
- implement floodplain risk management plans to reduce flood risk to both existing and future development, and reduce losses through a range of property, flood and response modification measures as outlined in the Floodplain Development Manual
- provide essential information to the State Emergency Service to enable the effective preparation and implementation of local flood plans to deal with flood emergency response.

Funding priorities

Generally, the highest priority will be given to the following projects:

- Flood studies or floodplain risk management studies and plans (or reviews), with the highest priority given to those in areas with significant development pressures or where existing communities are exposed to flood risk but where this risk is not fully understood.
- The next stage of a mitigation work that is integral to a stage in progress; for example, the next stage of a levee project or works to offset the impacts from a levee project being constructed.
- Mitigation works that are identified as a high priority in Floodplain Risk Management Studies and Plans adopted by Council.

What applicants will need to contribute

Assistance under the Program is usually \$2 from government for every \$1 provided by the applicant.

Contributions to the project from other funding sources (non-council contributions) must generally be removed from the whole project cost prior to applying the funding ratio, except for Voluntary House Raising.

Special consideration

An applicant unable to match the Program's funding contribution may apply for special consideration.

The application should demonstrate why the issue being addressed is of regional or state-wide significance and that the applicant does not have the financial capacity to address it.

The applicant's financial capacity will be assessed considering its per capita general purpose grants under the Local Government Financial Assistance Grants, as established by the Local Government Grants Commission.

If the applicant intends to apply for special consideration they should contact the Senior Team Leader, Contestable Grants to discuss an agreed maximum funding ratio prior to submitting the application.

If special consideration is awarded, the applicant will be eligible to:

- an increased government contribution towards the cost of the project
- claim project management costs (capped at a maximum of 10% of the total project cost) undertaken either:
 - internally (with the costs used as in-kind contributions to match funding); or
 - externally (selected by a competitive process and funded as a specific cost).

Partnerships

Where a group of local councils are working together in partnership (either under the lead of one of the councils or a relevant Regional Organisation of Councils), then the lead council or Regional Organisation of Councils is able to claim a maximum of 10% of the total project cost for project management.

Eligible project management costs include:

- A project manager or staff member employed specifically for the project, who is selected by a competitive process. Note: We will not pay for staff already employed by the organisation submitting the application that will be supervising/project managing or working on the project as part of their usual duties.
- Administrative costs directly related to the funded project. This can include those noted under 'What will not be funded?'

Project implementation timeframe

Projects should not extend beyond three years.

Projects should be realistically timed as extensions to timeframes may not always be granted.

Funding agreements

Successful applicants must enter into a funding agreement that stipulates all funding obligations and conditions.

The agreement will need to be signed by the general manager (or someone with delegated authority) within 45 days of the formal grant offer.

The project will be tracked and managed against the work plan which must be kept current by the grant recipient, in consultation with Office of Environment and Heritage (OEH), throughout the funded period.

Consider the conditions in the [sample funding agreement](#) before submitting an application as changes to the agreement will only be made in exceptional circumstances.

Assessment process

Applications will be initially checked to confirm eligibility and completeness. Ineligible, late or incomplete applications will not be assessed.

Applications will then be assessed by technical OEH staff against the assessment criteria.

An independent panel, which includes expert and stakeholder representation, will then assess and prioritise applications on a statewide basis.

Successful applications will be announced.

Details of successful applications will be placed on OEH's website. All applicants will be notified in writing of the outcome of their application.

Assessment criteria

Essential criteria

All applicants must be able to demonstrate:

- the project meets the objectives of the Floodplain Management Program
- capacity to deliver the project, past grants management history, available resources and financial commitment, proposed timeframe, and whether the project is realistic based on completion of prerequisite consultant briefs, preconstruction work or approvals
- commitment to maintain any works in a condition suitable to meet its design intent for the design life
- the floodplain risk management process outlined in the *Floodplain Development Manual* (2005) has been followed.

Projects must meet all four essential criteria to be eligible for funding.

Other criteria

Applications will also be assessed on:

- the extent to which the project is cost-effective in addressing one or more of the Program's priorities
- the technical feasibility, effectiveness and efficiency of risk mitigation solutions
- the level of regional significance, including the immediacy of any threats
- the level of community support
- for works, the outcomes of ranking based on the scoring system endorsed by the Floodplain Management Association (see New Works Ranking Form and 'Instructions on completing the application form' following for more details)
- the priority of the project with regard to the relevant adopted floodplain risk management plan (if applicable)
- the current risk to people and/or property from flooding in this area and how effectively the application addresses these risks.

Note: An application will be awarded a reduced ranking if it is not well thought out or it has unclear objectives or outcomes.

Additional guidance on some specific items

Pit and pipe survey

Floodplain risk management is primarily aimed at addressing riverine and local overland flooding.

As part of this understanding, an assessment of the capacity and performance of trunk drainage systems may be necessary. This may, in some cases, require some survey of the trunk drainage system and this is generally eligible for funding. However, broader surveys of minor and feeder drainage systems is not generally funded. Surveying for asset management purposes is ineligible for funding.

The extent of the drainage system surveyed will need to be justified by the applicant commensurate with the risk to ensure that the survey incorporated in the study is fit for purpose. As a guide, trunk drainage systems can generally be considered to involve pipes of a minimum of 0.75-metre diameter.

Floor level survey

Floor level surveys may be undertaken using a range of methods depending upon the intended end use of the information and the terrain.

These purposes may vary from assessment of flood damages through to provision of more specific advice to the community.

The applicant should consider the intended purpose and methodology relevant to their situation and include a suitable budgetary allowance as part of their application. If highly specific and detailed floor level survey is required then strong justification as to why this level of detail is required should be included in the application.

Community consultation

Community consultation is an integral part of the floodplain risk management process.

The methodology used for community consultation will vary depending upon the type and scale of the study, the area of concern, the needs of the community and the general methods council may use to consult the community.

All applications for flood studies and floodplain risk management studies and plans are to include an appropriate budgetary allowance that considers the scope and scale of consultation appropriate for the study.

Detailed descriptions of what will be involved in the consultation is required if costs are to be included as a component of the grant funding.

Contacts for assistance

For assistance with grant applications, contact the Office of Environment and Heritage offices listed below.

Region	Telephone
Hunter/Lower North Coast	02 4927 3107
Murray/Murrumbidgee	02 6229 7170

Region	Telephone
North Coast	02 8289 6312
South Coast and Illawarra	02 4224 4153
Sydney	02 8837 6097
West and North West NSW	02 6883 5315

General administration inquiries

For general grant administration inquiries, contact the Grants Unit – Coast, Estuary and Flood on 02 9895 6494 or by email at coastalestuary.floodgrants@environment.nsw.gov.au.

Submission process

Closing date

Applications must be received by **5.00pm 28 March 2018**.

Any application that is late, incomplete or ineligible will not be considered.

Lodging the application

Submit the entire application by email:
coastalestuary.floodgrants@environment.nsw.gov.au

Please email the application form as a Word document and the work plan as an Excel document – **do not print as PDF**. Other attachments can be emailed as Word, Excel or PDF documents.

If the application form or work plan is not submitted in the format specified above, they **will not be accepted**.

Please email the entire application, including all attachments, e.g. work plans, maps, new works ranking form (where applicable); etc.

Emailed applications must not be larger than **10MB** including all attachments.

Other programs

The Office of Environment and Heritage also offers a Coastal and Estuary Grants Program, for further information, please see the [Coastal and estuary grants and floodplain management grants programs](#) page.

The NSW Environmental Trust offers a range of other environmental grants for local government. For further information, please see the [Environmental Trust website](#).

Instructions for completing the application form

Separate application forms must be completed for each project and if putting in more than one application please rank the priority of each application (maximum of four applications per council).

Applications that are incomplete or do not provide the necessary level of detail to facilitate an adequate assessment of the project against others on a state-wide basis will be considered ineligible for funding.

Lodging an application for financial assistance does not guarantee assistance will be offered.

Projects which cannot demonstrate that they meet the objectives of the Floodplain Management Program will be considered ineligible for funding (see 'Essential criteria' and 'Other criteria' above).

These notes correspond to the items on the application form.

1a & b. Applicant details

The applicant must be a local council, Regional Organisation of Councils or be explicitly included in the section above under 'Who can apply'.

1c. Project partners

If there is a project partner(s), attach a letter of support from that organisation, which also outlines details of the partner's financial and other resource commitment to the project.

2. Project title

Provide a title for the project in 80 characters or less. If the application is successful, this project name will be used in the grant documentation and for promotional purposes.

The title should be self-explanatory and, where possible, include the location name.

3a. Project category

Only one activity should be selected. This should represent the major activity describing the project. If unsure which activity to use, contact the Office of Environment and Heritage regional representative listed above.

If it is likely that a project will progress from one stage to the next stage within the next twelve months, lodge a separate application for each stage.

Note that each individual flood study or flood risk management study and plan should be considered a separate stage and therefore a separate application should be made.

3b. Project priority in a completed flood risk management study and plan

Please provide the priority of the flood mitigation option proposed for funding in the completed flood risk management study and plan for the area. This question only needs to

be answered for implementation project (stage 3 or 4 as outlined on page 2 of these guidelines).

3c. Benefits

Please provide the number of properties that will be impacted if the flood mitigation option proposed is not funded and the benefit/costs saved by implementing these works. This question only needs to be answered for implementation project (stage 4 as outlined on page 2 of these guidelines).

4. Project significance

If there are multiple applications for different projects within the organisation, please rank each project, so we can clearly identify which is the most important.

5. Project timeframe

List the expected commencement and completion dates for the project. The timeframe should be realistic, as this will set the funding term duration for the funding agreement if the application is successful.

Payment will not be made for activities completed or contractual commitments made prior to approval of applications and prior to approval of project work plans for successful applications. Being realistic about the timeframe to successfully deliver the project will minimise the need for future paperwork to vary timeframes which can take time to be assessed and can stall progress on the project.

The maximum project duration is 36 months.

The proposed commencement date cannot be prior to **1 October 2018**

The project must commence work by **1 March 2019** and if work can't be started by this date then the applicant should not apply for funding under this round.

6. Project location

Describe the geographic extent of the project including, for example, town, latitude, longitude, nearby road or other notable landmark. The application should include a locality diagram or map and where relevant attach photographs of the site to be worked on.

Use the relevant state electorates, not federal electorates.

Information on the local government area (LGA), state electorate, Local Land Services region and catchment are required for program reporting purposes. They will not be considered as part of the assessment process.

7. Budget overview

Provide a breakdown of the projected project expenditure and any partner contributions. This should be consistent with the more detailed budget outlined in the preliminary work plan at question 26.

Partner contributions must be removed from the whole project cost prior to applying the funding ratio.

Please note that if the project requires additional funding after commencing of more than 30% of the original amount requested, Council may need to reapply for a new grant.

Taxation – goods and services taxes (GST): organisations administering a grant (and are registered for GST) are not to include any GST in the application budget.

8. Special consideration

Applicants normally contribute \$1 for each \$2 of grant funding. If the applicant is unable to fund the matching contribution, please apply for special consideration.

Applications for special consideration must demonstrate why the issue being addressed is of regional or statewide significance and that the applicant does not have the financial capacity to address it.

Applicants will need to justify their application for special consideration and speak to the Senior Team Leader – Contestable Grants – Coast, Estuary and Flood to discuss what ratio that they can apply for before submitting the application. The Senior Team Leader can be contacted for more information at coastalestuary.floodgrants@environment.nsw.gov.au or 02 9895 6494.

Applicants financial capacity will be assessed based on per capita general-purpose grants under the Local Government Financial Assistance Grants, as established by the Local Government Grants Commission.

9. Financial commitment to the project and ongoing maintenance

Applicants should indicate whether their organisation is able to provide the required matching funding for the project and if the project has been identified in the applicant organisation's forward budgets.

For works projects, it is an essential criterion that the applicant also demonstrates a commitment to maintaining any works in a condition suitable to meet the design intent for the design life of the works.

10. Project summary

Provide a succinct summary of the project (maximum of 150 words) for promotional and media purposes.

This should include an overview of the project including project location, the issues the project will address, expected outcomes and how these will be achieved. Please ensure this captures the main elements of the project in an informative way.

Please ensure correct spelling and grammar are used as this summary will be used for the Office of Environment and Heritage website and other promotional purposes.

11. Other funding sources

Provide details of any current or planned proposals for accessing funds from other funding programs for this project or components of this project.

Include information about the funding program, the project scope and budget, the indicative timing of the project and proposal, and any impacts it may have on this application.

12. Other grants at this location

Provide details of any previous grants received for similar projects at this location in the last 10 years.

This should include funding under any NSW or Commonwealth grant programs.

Indicate if the grant is ongoing or finalised.

13. Flood history and studies

Provide a brief description of the flood history of the project area and any information about the severity of previous floods, and the damages and losses incurred (e.g. evacuation required, essential services at risk of failure).

If applicable, list any relevant studies undertaken to quantify the flood risk or to develop the proposed mitigation works or measures (e.g. flood studies, floodplain risk management studies).

14. Why is funding required?

Explain why this project would not proceed without funding.

15. Project objective

Specify what the project plans to achieve. The objective should be about the issue or problem that will be overcome and ultimately what the project will achieve. A strong objective should be:

- specific about what will be achieved
- measurable
- achievable
- realistic
- time-bound.

For example, to implement flood mitigation works in Dolphin catchment to reduce flood inundation for 30 houses in the 1 in 20-year flood by June 2019.

16. Project outcomes

The project outcome is the broad effect or benefit of the project. Outcome statements often use words like: increase, decrease, improve, expand, update, upgrade, maintain, start or complete.

Outcomes should be specific, measurable and realistic e.g. reduced risk from flooding, engaging the community in floodplain management, improved management of [issue].

17. Project outputs

Provide measures of the project activities.

These should be tangible and quantifiable, for example:

- the number of community forums/workshops conducted
- the length of levee constructed or rehabilitated

- number of houses raised or purchased
- the number of flood-prone properties with protection measures in place
- the number of flood-prone properties covered by a floodplain risk management study or plan
- a management plan developed
- guidelines to manage future growth strategies
- flood intelligence for local flood plans
- number of resilience tools implemented
- annual average damages reduction.

18. How does the project meet the Floodplain Management Program's objectives?

Demonstrate how the project meets the Floodplain Management Program's objectives and priorities (see 'Assessment criteria').

Applications that cannot demonstrate this will be ineligible for funding.

19a & b. Floodplain risk management

If this project relates to a recommended action in a floodplain risk management plan, please provide details of the plan, the relative priority of the action or recommendation, and whether or not council has formally adopted the plan.

20a & b. Community and other support

Describe the level of community support and outline the consultation that has been undertaken, or is proposed to be undertaken, to assess the need for, appropriateness of and support for the project.

Include a detailed breakdown of the costs associated with the community consultation/engagement to be undertaken.

Describe how to engage the community will be engaged throughout the delivery of this project.

For projects dealing with evacuation management or flood warning systems, provide written evidence of support from the State Emergency Service or Bureau of Meteorology, respectively.

21. Capacity to deliver

Demonstrate that the applicant has the capacity to deliver the project as outlined. The justification should outline the organisations past grant management performance, available resources and any in-kind contributions towards the project.

Please show that the proposed timeframe is realistic when completing the prerequisite consultant briefs, preconstruction work or approvals.

For studies and management plans, describe ways in which the applicant's floodplain management committee will implement the project.

Applications that cannot demonstrate the capacity to deliver will be ineligible for funding.

Past grantee performance will also be a consideration when assessing this question.

22. Funding agreement

If successful, the applicant must enter into a funding agreement.

A sample funding agreement is available on the [Floodplain management grants page](#).

23. Competitive tendering of contract

The Grant Agreement, if a grant is awarded, states that works should be undertaken via a contract after calling for competitive tenders.

In exceptional circumstances, this condition may be waived, if the applicants intend to take an alternative approach, clearly justify why an alternative approach will deliver a better and more cost-effective outcome.

If the applicant intends to do elements of the work in-house this must also be included in this section of the application so later approval does not need to be sought i.e. in-house floor level survey, community consultation etc.

24. Discussion with Office of Environment and Heritage

OEH recommends that applicants initially discuss the project with OEH staff regarding the overall concept, preliminary cost estimate and eligibility for funding. OEH staff can also provide technical advice on draft applications (see Contacts for assistance on page 6 and 7).

25. New works ranking form

For new works (including structural works, flood warning, evacuation management, voluntary purchase and voluntary house-raising) please submit a New Works Ranking Form to enable ranking using the scoring system endorsed by the Floodplain Management Association.

Contact the relevant OEH officer for information on this scoring.

Note that councils may update this form once the investigation and design have been completed.

This form only needs to be completed for implementation project (stage 3 or 4 as outlined on page 2 of these guidelines).

26. Preliminary work plan

The work plan should outline the projects expected milestones, activities, timeline, budget and grant amount sought for each milestone.

Please be realistic with the timeframe, as this will set the funding term duration for the funding agreement, if a grant is awarded.

Projects have up to three years to delivered.

A sample a work plan is available on the [Floodplain management grants page](#).

Instructions for completing the New Works Ranking Form

The New Works Ranking Form assists with the ranking of new works only and is the scoring system endorsed by the Floodplain Management Association. It should be completed when submitting an application for a new works project which has not previously been scored or where the council would like to update a project's scoring based on improved information.

The New Works Ranking Form includes a number of project assessment sheets.

All applicants are to complete sheets 1 and 2. In addition, depending on the type of project, complete sheet:

- three for integrated schemes and structural works projects
- four for evacuation management improvement projects
- five for flood warning improvement projects
- six for voluntary purchase and house raising projects.

Information should be provided in relation to the flood on which the flood planning level is based or, if this is not available, the largest known historical flood.

Sheet 1 Provides preliminary data. This is usually available from the relevant flood study and/or floodplain risk management study and indicates the extent of the flood problem to which a community is exposed.

Sheets 2-6 Provide detailed and specific data required for projects seeking funding for floodplain management works. Works include structural works, flood warning, evacuation management, voluntary purchase and voluntary house raising projects. This data is used to determine the effectiveness and efficiency of the project in reducing flood problems and meeting associated objectives so these can be compared on a statewide basis.

Project assessment sheet 1: All categories of applications

- **C1. The source of flood information** used to answer the questions must be indicated. Where OEH does not have a copy of the appropriate studies and other documentation such as a review of environmental factors (REF) or environmental impact statement (EIS), as appropriate, a copy will be requested to assist in undertaking an impartial check of the data provided.
- **C2. Hazard level in area** assesses important factors in defining the level of flood hazard in the area, as defined in the *Floodplain Development Manual*.

Questions C3 to C6 provide an outline of the impacts of the flood on the community.

- **C3. Scale of problem – number of dwellings affected** provides an indication of the number of people affected by flooding.
- **C4. Scale of problem – percentage of dwellings flooded** provides an indication of the scale of the problem from a local perspective.
- **C5. Scale of problem – occurrence of over floor flooding** looks at the frequency of damaging flooding and gives an indication of the regularity and therefore the ongoing impact of flooding on the community.
- **C6. Scale of problem – evacuation requirements** indicates the degree of evacuation problems to which the community is exposed.

Project assessment sheet 2: Detailed data – all categories of applications

Detailed data are required for all projects.

- **C7. Community involvement in project** investigates the degree of project development in accordance with the principles of the *Floodplain Development Manual*.
- **C8. Strategic planning in place** investigates the degree to which strategic planning is being used to control new development and redevelopment in the floodplain.
- **C9. Benefit/cost ratio for proposed works** considers the economic efficiency of the project in reducing flood damages.
- **C10. Incorporation of environmental considerations and enhancements** examines whether environmental impacts have been considered and whether these have been incorporated in the project. It also indicates whether opportunities for environmental enhancement have been considered and are being implemented as part of the project.
- **C11. Environmental assessment for compatibility with ecologically sustainable development (ESD)** considers how the project has dealt with environmental impacts and addressed ESD principles.

Project assessment sheet 3: Specific data – integrated schemes and structural works only

Integrated schemes are projects that involved a range of structural work components or measures that work together as an integral scheme to provide flood benefits. The benefits of the scheme would generally significantly outweigh the benefits of individual components.

- **C12. Average damage per dwelling** examines the existing damage level in the town based on average (determined from actual rather than potential) damage per dwelling that is likely to occur without the proposed management measures.
- **C13. Average annual damage per dwelling** examines the cost of flooding per dwelling across a range of floods, not just the planning-level flood. This provides an indication of the long-term cost of flooding to the community.
- **C14. Percentage reduction in average annual damage per dwelling** examines the efficiency of the project in reducing damage from a range of events on a per dwelling basis.
- **C15. Social improvements resulting from project** examines the degree to which the project has addressed the social impacts.

Project assessment sheet 4: Specific data – projects to improve evacuation management only

- **C16. Hazard level (as defined in the *Floodplain Development Manual*)** examines the hazard that exists in the township, the potential for isolation, the logistics of evacuation and the hazard associated with the evacuation route.
- **C17. Evacuation management** examines whether external evacuation resources are required and flood predictions are available, how flood ready the community is, whether the State Emergency Service supports the project and whether their support reduces the need for external evacuation resources, i.e. there are fewer people to evacuate, or they can evacuate themselves unassisted.
- **C18. Scale of evacuation problem** indicates the number of people requiring evacuation to provide information on the scale of the problem.
- **C19. Social improvements resulting from project** examines the degree to which the project has addressed the social impacts.

Project assessment sheet 5: Specific data – projects to improve flood warning only

- **C20. Hazard level (as defined in the *Floodplain Development Manual*)** examines the level of hazard in the community.
- **C21. Flood warning** examines the feasibility and likely effectiveness of flood warning projects. These projects must have the support of the Flood Warning Consultative Committee.
- **C22. Flood warning – scale of problem** examines the current shortcomings in the existing flood warning system, if any system exists.
- **C23. Social improvements resulting from project** examines the degree to which the project has addressed the social impacts.

Project assessment sheet 6: Specific data – voluntary purchase and house raising projects only

- **C24. Average damage per dwelling** examines the existing damage level in the town based on average (determined from actual rather than potential) damage per dwelling that is likely to occur without the proposed management measures.
 - **C25. Average annual damage per dwelling** examines the cost of flooding per dwelling across a range of floods, not just the planning-level flood. This provides an indication of the long-term cost of flooding to the community.
 - **C26. Hazard level (as defined in the *Floodplain Development Manual*)** examines the hazard that exists in the township, the potential for isolation, the logistics of evacuation and the hazard associated with the evacuation route.
 - **C27. Social improvements resulting from project** examines the degree to which the project has addressed social impacts.
-