

Supporting Spontaneous Volunteers Program

Program Guidelines

Addendum July 2024

Addendum Information

This Addendum must be read in conjunction with the Spontaneous Volunteers Support Program Guidelines published on the [NSW Grants Finder page](#).

Following enquiries and interest from Applicants, the RA has extended the closing date by an additional five week to allow Applicants to further consider their proposals.

On 15 July 2024, the NSW Reconstruction Authority extended the closing date and time from 12:00pm AEDT 19 July 2024 to 12:00pm AEDT 30 August 2024.

In accordance with Section 3.1 of the Guidelines, RA may extend the closing date at its absolute discretion. Any extension to the program closing date will be communicated to all Applicants through the RA's website for the Program.

The Guidelines published on the [NSW Grants Finder page](#) and [Frequently Asked Questions](#) have been updated to include an Addendum with revised dates for the grant round.

Applicants who have submitted an Application before the extended closing day, may contact the RA request to re-open their Application. An Application may be re-opened by the RA if the RA is satisfied that the integrity of the process has not been compromised and subject to probity advice.

Applicants must contact the RA to request for an Application to be re-opened: please contact ssvp@reconstruction.nsw.gov.au.

Re-opened Applications must be re-submitted by the closing date of 12:00pm AEST 30 August 2024.

Grant Program Details	
NSW Government Agency	NSW Reconstruction Authority
Type of grant opportunity	Open, competitive
Opening date and time	1 June 2024 9:00AM AEST.
Closing date and time	30 August 2024 12:00PM AEST.
Application outcome date	From 21 October 2024.
Project delivery timeframe (for successful Applications)	12-month term for funded projects: February 2025 to January 2026. Must not commence prior to execution of the funding deed and be completed by 31 January 2026. Deeds must be executed by 15 November 2024.
Decision-maker	NSW Reconstruction Authority CEO.

Grant Program Details	
Program funding (total available funding for the Program and the available grant amounts, excluding GST)	\$5,000,000 total funding. Minimum grant amount requested/awarded: \$50,000 excluding GST. Maximum grant amount requested/awarded: \$100,000 excluding GST.
Limit on number of Applications that can be submitted per Applicant	No Limit.
Limit on number of Awarded Grants	Limit of one (1) per Applicant. To achieve targeted outcomes that are fair and equitable, there is a limit of one (1) grant awarded per Applicant. The exception is where an auspiced entity is directly awarded a grant in its own right that it will deliver, and also on behalf of one or more Auspiced Entities which are accountable to deliver a project.
Co-contributions	Not mandatory.
Enquiries	ssvp@reconstruction.nsw.gov.au

Supporting Spontaneous Volunteers Program

Program Guidelines

June 2024

Key Information

Grant Program Details	
NSW Government Agency	NSW Reconstruction Authority
Type of grant opportunity	Open, competitive
Opening date and time	1 June 2024 9:00AM AEST.
Closing date and time	19 July 2024 12:00PM AEST.
Application outcome date	From 9 September 2024.
Project delivery timeframe (for successful Applications)	12-month term for funded projects: November 2024 to October 2025.
Decision-maker	NSW Reconstruction Authority CEO.
Program funding (total available funding for the Program and the available grant amounts, excluding GST)	<p>\$5,000,000 total funding.</p> <p>Minimum grant amount requested/awarded: \$50,000 excluding GST.</p> <p>Maximum grant amount requested/awarded: \$100,000 excluding GST.</p>
Limit on number of Applications that can be submitted per Applicant	No Limit.
Limit on number of Awarded Grants	<p>Limit of one (1) per Applicant.</p> <p>To achieve targeted outcomes that are fair and equitable, there is a limit of one (1) grant awarded per Applicant.</p> <p>The exception is where an applicant is directly awarded a grant in its own right that it will deliver, and also on behalf of one or more Auspiced Entities which are accountable to deliver a project.</p>
Co-contributions	Not mandatory.
Enquiries	ssvp@reconstruction.nsw.gov.au

Contents

Key Information.....	1
Contents.....	2
1. Program Overview.....	3
1.1 Program Objective.....	3
1.2 Grant Value.....	4
2. Selection criteria.....	5
2.1 Eligibility Criteria.....	5
2.2 Assessment Criteria.....	13
3. Application Process.....	15
3.1. How to Apply.....	15
4 Assessment Process.....	18
4.1 Assessment of Applications.....	18
5. Successful Applications.....	20
6. Additional Information.....	22
Appendix A.....	25
Appendix B.....	26

1. Program Overview

The Supporting Spontaneous Volunteers Program (the Program) is a \$5 million open competitive grant program established in response to the 2022 NSW Flood Inquiry's recommendation that the NSW Government create a program to support better coordination of community efforts to save life and property during a disaster. The Program is also informed by the NSW Government Review of Emergency Volunteering (2023).

The Program aims to support communities and volunteers to be better prepared, supported, coordinated and mobilised to respond to disaster events.

The target group for projects funded under the Program are informal volunteers who may operate as individual spontaneous volunteers or as part of an emergent group of people who offer their assistance during and/or after an emergency. Spontaneous or Informal Volunteers are unaffiliated with any part of the existing official emergency management response and recovery system.

The target End of Program Outcomes include:

- Informal volunteers are equipped to respond and can effectively use equipment and resources.
- Informal volunteers have the capability, knowledge and confidence to support community response efforts.
- Communities and informal volunteers have plans that can be effectively enacted.
- Informal volunteers understand their role and contribution in an emergency response.

The Program is administered by the NSW Reconstruction Authority (RA), the lead agency for disaster prevention, preparedness, recovery, and reconstruction in NSW.

Applicants are required to read all of the Program details before applying and certify they have read these Guidelines in their Application.

The program logic for the Program is provided in Appendix A.

1.1 Program Objective

The Program's objective is to support communities and volunteers to be better prepared, supported, coordinated and mobilised to respond to disaster events.

The Program aims to achieve this by funding locally led initiatives in NSW communities that will develop informal volunteers' capacity, capability, and coordination in times of emergencies.

Eligible Key Activity Types

Four (4) Key Activity Types are eligible under this Program:

1. Equipment
2. Training & Knowledge
3. Planning
4. Community Engagement

Each Application must include at least two (2) Key Activity Types. The Program has been designed in this way to support the relevant aspects of informal volunteering in an Applicant's community.

1.2 Grant Value

The total Program funding is \$5,000,000. The minimum grant amount requested/awarded is: \$50,000 excluding GST. Applications requesting funding less than this amount are not eligible.

The maximum grant amount requested/awarded is: \$100,000 excluding GST. Applications requesting funding more than this amount are not eligible.

To be eligible, Applicants must have an Australian Business Number (ABN) and be registered for GST (refer also to Section 2.1) at the time of submitting an Application.

Payments will be GST Inclusive. As you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Limit of one (1) grant awarded per Applicant

Applicants can submit more than one (1) Application, and all Applications submitted by an Applicant will undergo merit based assessment subject to meeting the eligibility criteria.

However, to achieve targeted outcomes that are fair and equitable, there is a limit of one (1) grant awarded per Applicant. Where more than one Application submitted by an Applicant is highly ranked, they will only be recommended to receive funding for one (1) Application.

The exception is where an auspisor is directly awarded a grant in its own right that it will deliver, and also on behalf of one or more Auspiced Entities which are accountable to deliver a project.

Co-Contributions

In accordance with Grants Administration Guide, the approach taken to assess value for money in grant applications should be proportionate to the value and risk of a grant. Value for money at the individual grant level will be assessed on whether the budget appears reasonable considering project activities.

Accordingly, an Applicant's co-contributions towards a Project are not mandatory but will be considered in the merit assessment.

Co-contributions from other Commonwealth or State grant funding programs must not constitute duplication of grant funding for the same Project. If the Applicant includes cash co-contributions from other Commonwealth or State grant funding programs, the Applicant must certify on the Application that the Guidelines for the other grant funding source allow it to be used as a co-contribution for another grant program and that the project scope is different to what has previously received funding.

Co-contribution costs can include, but are not limited to:

- a direct (cash) funding contribution provided at the time of project commencement;
- any costs associated with the Applicant's delivery of the project, for example construction or project delivery; and
- other in-kind costs, such as wages directly attributable to the delivery of the project, and/or supplies, materials, and specific equipment required to execute the project.

- as identified in the Eligible Project Sub-Criteria, Applicants are required to demonstrate that the project must be for new and unfunded initiatives. As such, where a cash co-contribution is being provided which is from Commonwealth or other State funding, Applicants are required to certify that the project scope is different to what has previously received funding.

2. Selection criteria

2.1 Eligibility Criteria

Eligible Applicants

To be eligible for grant funding, the Applicant must meet each of the following requirements:

Criteria	Eligibility Requirements
Eligible Applicant Types including mandatory Regulatory or Other Registrations	<ul style="list-style-type: none"> • NSW Local Councils. • Not-for-Profit Entity Registered with Australian Charities and Not-for-profits Commission (ACNC).¹ • Not-for-Profit Entity Registered with Registrar of Indigenous Corporations (ORIC). You must attach evidence of registration. • Social Enterprise with certification through Social Traders. You must attach evidence of registration. • If you do not meet one of the above options: Auspiced Entities can apply but must be auspiced by one of the other above Eligible Applicant Types (refer to “Auspiced Entities” additional criteria information on pages 7-8). <p>Applicant types other than those listed above are not eligible to apply. This includes individuals, businesses, Joint Organisations of Councils and Regional Organisations of Councils are not eligible to apply.</p>
ABN Registration	Mandatory for all Eligible Applicants. (Organisations without ABNs must be auspiced by an Eligible Applicant Type)
GST Registration	Mandatory for all Eligible Applicants.
Must not be in administration or have debts owing to NSW Government	Mandatory for all Eligible Applicants – excluding Local Government.
Minimum one (1) Letter of Support and/or Endorsement (maximum 2).	Mandatory for all Eligible Applicants.

¹ Status of ACNC registration is evidenced in the ABN Look Up feature of the SmartyGrants Application Form.

<p>Either Local Emergency Management Committee, Local Council, NSW RFS or NSW SES addressing Applicant's role in local community relevant to mobilising and managing informal volunteers.</p>	
<p>Must submit an Eligible Project</p>	<p>Mandatory for all Eligible Applicants.</p> <p>Refer to "Eligible Projects Sub-Criteria" information on pages 8-9 for seven (7) sub-criteria that apply to all Eligible Projects.</p> <p>There are two (2) additional sub-criteria for two of the Eligible Key Activity Types (Equipment and Training & Knowledge).</p>

Example Entity Types

Example Eligible Applicant Entity Types can include:

Example Entity Types	Example Organisation Types
<p>The Applicant must be a legal entity, for example:</p> <ul style="list-style-type: none"> Charitable Organisation Incorporated Organisation. Cooperative. Australian Public Company. <p>A Trust is a fiduciary relationship where a trustee holds property or income for the benefit of others (the beneficiaries). A Trust is not a separate legal entity.</p>	<ul style="list-style-type: none"> An Aboriginal and/or Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and/or Torres Strait Islander) Act 2006</i>, including Local Aboriginal Land Councils and Aboriginal Community Controlled Organisations (ACCO's). Community Organisations Social Firms Community interest companies Peak Bodies Universities

Auspiced Entities

Community groups, associations, clubs or other groups may apply under the auspices of an Eligible Applicant who will act as the Auspicator Organisation.

An auspiced entity can include Unincorporated Entities that may have an ABN but may not have a legally recognised structure. In other cases, Incorporated Entities such as associations may not be required to have an ABN; however, may need one for taxation purposes.

The Auspicator Organisation must be a legal entity, either a Local Council or be one of the other Eligible Applicant Types listed on page 6 of Section 2.1.

An auspice arrangement is when a larger, incorporated organisation assists a smaller entity with grant funding arrangements. The larger organisation is known as the Auspicator Organisation.

For the purposes of these Guidelines if the Auspiced Entity is approved for funding, it will be the 'grant recipient' however contractual funding arrangements will be established on its behalf between the RA and the Auspicor Organisation.

The Auspicor Organisation may also apply in its own right for grant funding under these Guidelines.

To comply with these Guidelines, the Auspiced Entity must author and submit the Application and is required to provide the following additional mandatory requirements in the Application Form:

1. Select which Eligible Applicant Organisation is the auspicor and enter this organisation's ABN.
2. Attach a letter from the auspicor Eligible Applicant confirming:
 - a) the auspice arrangement is valid and current.
 - b) that Eligible Applicant Organisation is not under administration or have debts owing to NSW Government (not required if NSW Local Government entity).
 - c) must be issued on letterhead and signed by an authorised person (e.g., Manager, CEO or Board Chair) of the Eligible Applicant Organisation and must include: name, position, contact number and email, signature and date.
 - d) the Eligible Applicant Organisation has read the Application and confirms it will act as the auspicor for the project if funded.
 - e) the Eligible Applicant Organisation agrees to enter into a legally binding funding deed on behalf of the Auspiced Entity and administer all obligations under this deed include payments and reporting requirements.
 - f) the Eligible Applicant Organisation understands and agree that any auspicor fees related to this project will only be approved if budgeted within the 10 per cent project management / grants administration limit.

If the letter does not address all six (6) criteria above, the Application may be deemed ineligible.

3. The Auspiced Entity must attach minimum one (1) Letter of Support as stated in the table on page 6 of Section 2.1.

Eligible Project Sub-Criteria

Projects must meet each of the following requirements:

1. Address at least two (2) End of Program Outcomes (refer Section 1).
2. Include at least two (2) Eligible Key Activity Types (refer Section 1.1 and Section 2.2).
3. Be delivered within NSW.
4. Seek to address preparedness for one or more natural hazards:
 - a) Floods
 - b) Storms and cyclones
 - c) Coastal hazards (erosion and inundation)
 - d) Bush fires
 - e) Heatwaves
 - f) Earthquakes
 - g) Landslides
 - h) Tornadoes

- i) Tsunamis
 - j) Other (if selected, the Applicant must list)
5. Be resourced for project commencement within 30 days of execution of the funding deed (i.e. staff recruitment activity not required to be able to commence immediately).
 6. Be able to be completed within a 12 month period or no later than 30 September 2025.
 7. Be a new and unfunded initiative(s).
 8. **Equipment Key Activity Type:** the Applicant must certify one of the following options for purchased equipment under the Project.
 - a) Purchased equipment will be owned and managed by the Eligible Applicant and accordingly:
 - i. Meets safety and quality standards listed in the Equipment Lists in Appendix B;
 - ii. has not been procured as part of usual business by the Applicant;
 - iii. is appropriate for the associated risk profiles of the LGA;
 - iv. if training is required to ensure the purchased equipment is safely used, the Project addresses this under a Training & Knowledge Key Activity; and
 - v. the Applicant agrees to responsibility for the storage, maintenance, and any future replenishment of equipment purchased.
 - b) Purchased equipment will be purchased by the Eligible Applicant, meets safety and quality standards listed in the Equipment Lists in Appendix B, training for safely using the equipment will be delivered if required under the Training & Knowledge Key Activity, and then the equipment will be divested to another Eligible Applicant Type that:
 - i. Will be involved in delivery of the Project;
 - ii. has agreed to responsibility for the storage, maintenance, and any future replenishment of equipment purchased; and
 - iii. has suitable asset management maturity including an asset register, capacity to store the equipment safely, and systems to safeguard against misappropriation.

If Option B is selected and the Project is awarded, the Applicant must disclose in a Final Report and Acquittal:

- the name of any incorporated, not-for-profit community organisation to which it divests equipment; and
 - confirm that it has verified this entity has adequate asset management maturity.
9. **Training & Knowledge Key Activity Type:** the Applicant must certify the following for the specific types of training listed.
 - a) Vocational Education Training (VET) units of competency must be delivered by a Registered Training Organisation (RTO).
 - b) Training for awareness purposes only, and/or does not include units of competency training, an RTO is not required to deliver this training/awareness content.

For example, a local NSW Rural Fire Service (RFS) unit or NSW State Emergency Service (SES) unit that has the necessary skills in hazard specific areas may deliver training related to that skill or expertise.

Examples of Eligible Key Activities

Eligible Projects can include, but are not limited to, the following example activities:

Activity Type	Activity Examples
Equipment	<ul style="list-style-type: none"> • Equipment purchasing (refer to Equipment Lists in Appendix B) to support informal volunteer training and participation, including but not limited to: PPC/PPE, First Aid, Tools, Fire Specific Equipment, Flood Specific Equipment and other general equipment.
Training & Knowledge	<p>Development of materials and, or delivery of training, for example:</p> <ul style="list-style-type: none"> • First Aid / Psychological First Aid. • Hazard awareness including the identification of hazardous materials. • Food preparation and handling. • Occupational Health and Safety. • Fatigue management and trauma informed care. • Child protection training. • Training by Emergency Service Organisations to utilise / incorporate volunteers in formalised emergency response. • Awareness training for respectfully interacting with Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse (CALD) Communities.
Planning	<ul style="list-style-type: none"> • Community-led planning and coordination activities resulting in key policy and procedural documentation. • Development of framework for local informal volunteer coordination and registration • Activities under this Eligible Key Activity Type could include development of activation plans by a consultant.
Community Engagement	<ul style="list-style-type: none"> • Initiatives to build general community awareness to engage community groups in planning. • Provide access to information and resources on how to respond in emergency situations, for example: <ul style="list-style-type: none"> – how informal volunteers can get involved and participate in emergency response activities. – supporting informal volunteers to understand their role and contribution in an emergency response and recovery. • Activities under this Eligible Key Activity Type could be delivered by Councils, NGOs, Local Aboriginal Land Councils (LALCs) or community groups. Under the Assessment Criteria, capability to deliver this training must be addressed.

Example Project for Local Councils – Pre Event Recovery Plan

In this example, the Applicant has selected the following Eligible Key Activity Types in accordance with the minimum number of activities for a project (refer table on page 11).

This Applicant has a Pre Event Recovery Plan, which is a formalised plan to assist Local Emergency Management Committee members, Local Councils and Recovery Committee members to allocate responsibilities and tasks ahead of time, so that when a disaster strikes individuals and agencies understand their roles in recovery.

A Pre Event Recovery Plan includes but is not limited to the following considerations: community networks and committees, needs assessments, managing and activating recovery centres, donations management, and volunteers. Refer to the RA's website for more information on the 'Pre-Event Recovery Plan – NSW Disaster Recovery Handbook'.

Under a Pre Event Recovery Plan, a Local Council is required to plan for coordinating spontaneous volunteers before an event happens. This includes facilitating positive experiences for volunteers, who may continue to volunteer in the emergency management sector or in other valuable community endeavours.

Local Councils who develop projects related to Pre Event Recovery Plan must consult with their RA Regional Delivery contacts.

In the below table, the following types of activities related to a Pre Event Recovery Plan would be eligible under these Guidelines:

Activity Type	Example Project Activities
Training & Knowledge	<ul style="list-style-type: none"> • Develop role descriptions or a briefing plan to explain the responsibilities, task limits and boundaries for individual volunteer roles. • Develop an induction which includes occupational health and safety risks, logistical support, volunteer management, and personal protective equipment and clothing. • Consider the needs of volunteers from Aboriginal and Torres Strait Islander and culturally and linguistically diverse communities in terms of training.
Planning	<ul style="list-style-type: none"> • Determine whether roles assigned to volunteers require a Criminal History Check (via NSW Police Force) or Working with Children Check (via Service NSW). • Determine the physical and intellectual requirements for individual volunteer roles. • Develop a volunteer register to record time, date and hours as well as the recording and verifying of professional qualifications and authorisations. • Develop an asset management list. • Establish an injury register and, or complaints register. • Implement processes to monitor the safety and wellbeing of volunteers during and after a volunteer period.
Community Engagement	<ul style="list-style-type: none"> • Develop and provide specific information about volunteering opportunities and how the work contributes to community recovery to the community.

- Develop strategies to recognise the efforts and experience of spontaneous volunteers to promote spontaneous volunteer opportunities.
- Develop effective policies for the integration and use of social media as part of an overall communications strategy.
- Consider the needs of volunteers from Aboriginal and Torres Strait Islander and culturally and linguistically diverse communities in terms of access to culturally appropriate volunteering opportunities.

Example Project for Local Emergency Planning Guidelines for Spontaneous Volunteers

Addendum Guidelines approved by the SEMC in December 2023, mandate that LEMCs must prepare and engage spontaneous volunteers in local emergency management, including:

- Registration
- Pre-deployment / Induction Training
- Spontaneous Volunteer Reception Centres
- Demobilisation
- Ongoing Supports

An Application targeting planning and one other eligible activity type to address requirements of the Addendum Guidelines is eligible under the SSVP.

However, as a one-off competitive grant round, Councils must also consider other funding sources as Applications to the SSVP will be awarded on merit.

Application Eligibility

Application submissions must be compliant with the following:

- Must not provide a private benefit for the Applicant, for example private use of equipment.
- Must not involve duplication of grant funding from another NSW or Australian Government grant program for the same project.
- Does not constitute duplication of programs, projects or initiatives already being delivered in the community, such as SES CAT and RFS Farm Fire Units.
- Must not be core business of the organisation and its day to day activities, including supplementing, increasing or continuing ongoing service delivery.
- Must not seek retrospective funding to cover any projects already in progress or completed.
- Responses to Merit Assessment Questions must be clear and complete.
- Must be submitted by the closing date and time unless approval is granted for a Late Application (refer Section 3.1).

Eligible Project Costs

Eligible costs are costs directly associated with the delivery of the project and can be funded through this program.

Eligible Project Costs can include:

- A funding request that does not exceed the maximum grant amount and is not below the minimum grant amount.
- Costs for the purchase of equipment comply with the Equipment Lists in Appendix B.
- Costs for the provision of training including stipends for participants to attend (where reasonable and quantified in the Application), facilities hire, planning and facilitation, design and publication of materials, community/ public messaging such as radio, print media and billboard space.
- Costs for other initiatives supporting volunteer and community engagement, planning and facilitation activities. This may include consultant engagements where the outputs are direct project costs.
- Project management / grant administration including technical and professional staff involved in delivery of the proposed project (cannot exceed a maximum of 10% of total requested funding).
- Agreed program signage if applicable.
- Contingency funds (cannot exceed a maximum of 5% of total requested funding).

Ineligible Project Costs

To be deemed an Eligible Application, the budget must not include:

- Costs not aligned with the objectives of the Program and the Eligible Key Activity Types.
- Ongoing/recurrent funding that is required beyond the stated timeframe of the activities outlined in the Application.
- Funding for any ongoing or BAU staff or operational costs, including office equipment, communications legal and accounting fees and bank charges, except:
 - Costs for project management / grants administration to a maximum of 10% of grant funding.
 - Where an ongoing staff member is involved in the project and their substantive role is backfilled by a temporary employee that is funded through the grant.
- Costs relating to any insurance or liability. This includes the insurance or depreciation of equipment or storage, maintenance or replenishment costs associated with pre-existing equipment.
- Repair or replacement of existing infrastructure where there is no demonstrated benefit.
- Vehicle and office equipment leasing, unless directly related to the delivery of the Project.
- Projects that have already received full funding, or a commitment of full funding, including projects that have received funding from another source for the same purpose of the application (i.e. 'double-dipping').
- Retrospective costs, including costs incurred by the applicant and/or third parties, for work already undertaken, part completed or that will commence prior to a funding decision being made.
- Costs incurred in the preparation of an application, business case development or feasibility studies.
- Activities conducted outside of Australia.

- Overseas or interstate travel.
- Purchase of land or existing infrastructure, including costs relating to the acquisition or subdivision of land.
- Activities with the potential to adversely impact on a matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).
- Statutory fees and charges, and any costs associated with obtaining regulatory and/or development approvals.
- The payment of existing debts or budget deficits.
- Making donations, gifts or sponsorships.

This list is not exhaustive and other costs may be ineligible where the RA determines the expenditure does not directly support the achievement of the planned outcomes of the project, or they are contrary to the objectives of the Program. If you are successful in receiving a grant, you must attest in the funding deed that there are adequate funds to meet the costs of any ineligible expenditure associated with the project where applicable.

2.2 Assessment Criteria

Applicants must address all five of the following criteria for each proposal they are submitting. It is essential that evidence and/or strong justification is provided to support each criterion.

In assessing funding decisions, the RA will evaluate Eligible Applications against merit criteria in order of relative importance as follows:

Criteria	Weighting	At minimum, responses must address
1. Demonstrated organisational and resourcing capacity and capability to deliver the project	25%	<p>You should demonstrate this through identifying:</p> <ul style="list-style-type: none"> • Volunteer management experience and experience with similar projects. • Risks for the project and appropriate mitigations. • Optional: volunteer management or engagement policy, procedure or equivalent documentation including WHS.
2. Project addresses an unmet need or identified gap in the project location	20%	<p>You should demonstrate this through:</p> <ul style="list-style-type: none"> • Citing clear evidence and referring to data source/statistics. • Letter of Support is mandatory for all Eligible Applicants excluding Local Government.
3. Project has a clear impact and outcomes that are aligned to the Program Objective	20%	<p>You should demonstrate this through identifying:</p> <ul style="list-style-type: none"> • A project scope that aligns to / addresses the selected End of Program Outcomes. • Outcomes and benefits that logically link to the activities proposed.

Criteria	Weighting	At minimum, responses must address
4. Represents value for money	15%	<p>You should demonstrate this through identifying:</p> <ul style="list-style-type: none"> • Reasonable categories of expenditure across the selected Key Activities. • Optional: quotes evidencing reasonable costs that are not older than 3 months.
5. Evidences the prevalence and severity of natural hazard risks	10%	<p>You should demonstrate this through citing clear evidence and referring to data source/statistics.</p> <p>Risk is widely recognised as being the result of the interaction of the:</p> <ul style="list-style-type: none"> • severity and frequency of a hazard. • numbers of people and assets exposed to a hazard. • vulnerability, or susceptibility, of those people and assets to damage. <p>It is therefore possible to reduce risk by managing the components that determine risk – hazard, exposure, and vulnerability.</p>

Additional risk-based scoring

Eligible Applications will also have additional risk-based scoring applied in the assessment based on the State Disaster Mitigation Plan inherent risk data for each LGA. Where a proposal targets multiple LGAs, the risk ranking is applied based on the highest ranked LGA.

This additional risk-based scoring represents a maximum of up to 10% of the total assessment score.

Evidence to support your Application

You are required to evidence the prevalence and severity of local natural hazard risks that your Project is seeking to address in your Application.

Sources of information that may assist you in preparing your Application responses include:

1. The State Disaster Mitigation Plan: <https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority/reducing-risk/state-disaster-mitigation-plan>
2. NSW Government Natural Disaster Declarations information: <https://www.nsw.gov.au/disaster-recovery/natural-disaster-declarations>
3. AdaptNSW regional climate change information: <https://www.climatechange.environment.nsw.gov.au/my-region>
4. The Climate Council Climate Risk Map: <https://www.climatecouncil.org.au/resources/climate-risk-map/#climate-risk-map>
5. NSW State Emergency Service Flood Data Portal: <https://flooddata.ses.nsw.gov.au/>

6. Insurance Australia Group – Mapping natural perils across Australia
<https://sgsep.com.au/projects/insurance-australia-group-mapping-natural-perils-across-australia>
7. Australian Disaster Resilience Index: <https://adri.bnhcrc.com.au>
8. Local Council websites
9. Media reports

Other Resources

The following information sources may also provide relevant information for Applicants, dependent on the type of project being proposed in an Application:

1. NSW Reconstruction Authority: <https://www.nsw.gov.au/nsw-reconstruction-authority/recovery#toc-nsw-recovery-plan>
2. National Spontaneous Volunteer Strategy: Coordination of volunteer effort in the immediate post-disaster stage, Australian Government:
<https://knowledge.aidr.org.au/resources/handbook-spontaneous-volunteers/>
3. Australian Institute for Disaster Resilience, Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook: <https://knowledge.aidr.org.au/resources/handbook-spontaneous-volunteers/>
4. Spontaneous Volunteer Management Resource Kit developed in 2010 by the Australian Red Cross for the former Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA): <https://knowledge.aidr.org.au/resources/handbook-spontaneous-volunteers/>

3. Application Process

3.1. How to Apply

Eligible Applicants are required to submit Applications using the RA's SmartyGrants system: <https://reconstruction.smartygrants.com.au/>.

The RA will not accept Applications made via any other means.

All Applications submitted under the Program must meet the Program's Eligibility Criteria and will be assessed against the Assessment Criteria.

Applications must list a minimum of one and a maximum of 10 New South Wales Local Government Areas (LGAs) in which your Project will take place.

Applications cannot be reopened or amended once the closing date and time has passed.

The RA may extend the program closing date at its absolute discretion. Any extension to the program closing date will be communicated to all Applicants through the RA's website for the Program.

You are responsible for ensuring that your Application is complete and accurate. Giving false or misleading information is a serious offence under the [*Criminal Code 1995*](#) and we will investigate any false or misleading information and may exclude your Application from further consideration.

You may consult with a relevant RA representative on technical and local considerations for your Project during development of your Application; however, this representative must not be directly

involved with the assessment process. You must maintain records of any consultation with RA representatives.

More information about the Program will be published and available on the following websites:

- NSW Reconstruction Authority website (<https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority/our-work/grants-disaster-resilience-risk-reduction>)
- NSW Government Grants Finder (<https://www.nsw.gov.au/grants-and-funding>).

SmartyGrants Applicant Portal support

You will receive an auto-notification from the SmartyGrants grants management system confirming submission of your Application.

If you do not receive a notification, you can seek support in the following ways:

- Read the support information (<https://applicanthehelp.smartygrants.com.au/>)
- Contact SmartyGrants Technical Assistance on the below contact details:
Phone: 03 9320 6888
Email: service@smartygrants.com.au

Attachment file size limit

Where you are required to upload a document to the Application form, all files must be a maximum of 5MB each. The upload process is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file.

Proposal authorisation

Before submitting your form, you must ensure the relevant authorised official or delegate in your organisation has reviewed and approved the Application. This person's details must be recorded on the Declaration and Authorisation page of the online form.

To seek their authorisation you may choose to enable them access in your SmartyGrants access account or download a copy of the draft form for them to review offline.

Late Applications

You must make an Application between the published opening and closing dates. Applications and/or supporting documents submitted after the closing date of 12:00pm AEST 21 June 2024 may not be considered eligible. The RA reserves the right to accept late applications on a case-by-case basis. A late Application will only be accepted where the RA is satisfied that the integrity of the process has not been compromised and subject to probity advice.

Enquiries management

The RA has in place an enquiries management plan with oversight from the external probity advisor, which ensures separation of roles between staff involved in the assessment process and staff involved in responding to Applicant questions.

Questions must be submitted in writing to ssvp@reconstruction.nsw.gov.au. Officers will provide written responses in accordance with publicly available information published on the RA website. If a new question is submitted, the FAQ on the RA website will also be updated to include this question to ensure consistency and fairness in access to information.

All enquiries must be recorded by the RA in an enquiries management register and where required, enquiries may be referred to the probity advisor for advice.

Eligibility enquiries

The RA is unable to provide Applicants with a ruling prior to lodgement on whether a Project is eligible, as the decision on eligibility sits with the Executive Panel. As such, Applicants are to make their own informed decision, based on the information provided in the Guidelines, on whether a Project meets the eligibility requirements for the Program.

Applicants can submit a written question on eligibility matters to: ssvp@reconstruction.nsw.gov.au.

The RA can advise if a Project appears to meet eligibility requirements, but Applicants need to form their own view on whether the Project is eligible in order to submit the Application.

Final determination on eligibility will be made by the Executive Panel under the assessment process.

Applicants are expected to carefully review the eligibility and assessment criteria in these Guidelines.

Other support provided

Information briefings will be provided by the RA on the following dates and you can register on the RA webpage:

Sessions	Date	How to register
Session 1	2:00pm to 3:00pm 11 June 2024	Online at https://events.humanitix.com/information-briefing-supporting-spontaneous-volunteers-program
Session 2	1:00pm to 2:00pm 13 June 2024	Online at https://events.humanitix.com/information-briefing-supporting-spontaneous-volunteers-program-klxb8ee5
Session 3	1:00pm to 2:00pm 19 June 2024	Online at https://events.humanitix.com/information-briefing-supporting-spontaneous-volunteers-program-nj7qhb5g

All information provided at these Information briefings will be published on the NSW Reconstruction RA website (<https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority/our-work/grants-disaster-resilience-risk-reduction>)

During the funding round period, the RA will also maintain updates to the Frequently Asked Questions on the webpage.

Incomplete Applications

The RA may request further clarifying information from Applicants to support its assessment at its discretion.

Where the RA assesses an Application as containing incomplete information, the RA reserves the right to:

- provide the Applicant with the opportunity to provide the required information within probity requirements; or
- assess the Application on the basis of the information provided; or

- deem the Application to be non-conforming and set it aside from further consideration, i.e. deemed ineligible and not proceeding for merit assessment.

Application errors

If you find an error in your Application after submitting it, you should contact the RA immediately in writing to the Program inbox ssvp@reconstruction.nsw.gov.au. If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your Application.

4 Assessment Process

4.1 Assessment of Applications

Following receipt of Applications, the RA will initially conduct an eligibility assessment against the Eligibility Criteria outlined in these Guidelines, including that all required information has been provided in the Application form.

Eligible Applications will then undergo preliminary merit assessment against the five criteria listed in these Guidelines completed by Grants Officers.

The RA may also seek advice from NSW Government subject matter experts (SMEs) to support the assessment of Applications.

The RA reserves the right to conduct additional due diligence on the Applicant as required.

Executive Panel

Preliminary assessments will be submitted to an Executive Panel for deliberation and final recommendations to the RA's delegated approver.

The Panel may include representatives of the RA, NSW Government, and independent experts.

The Panel will consider the extent to which Eligible Applicants have addressed the assessment criteria and provided supporting evidence to determine the final merit assessment score.

Ranking based on assessment scoring will generally form the basis of the recommendations made by the Panel unless there is a particular circumstance that requires consideration (see "Panel Discretion" below).

The process followed by the Panel will be independently reviewed.

The RA may seek the advice of NSW Government subject matter experts (SMEs), probity advisors and other experts, if required.

Applicants may also be contacted during this process to clarify information provided in their Application. The RA will notify Applicants if additional information is required in writing and the timeframes in which it is required.

Panel Discretion

During the assessment process, the Executive Panel may exercise the following discretions in its deliberations of funding recommendations:

1. Apply a minimum scoring requirement to one or more of the criteria in order of priority. Where an application does not meet a minimum scoring requirement on one or more criteria, the Executive Panel reserves the right to remove the application from further consideration.

2. Further prioritisation of Eligible Applications based on matters that require consideration, such as consideration of First Nations communities targeted and/or geographic spread of projects.
3. Projects must be delivered in NSW. However, if the majority of outputs from an Eligible Application border state lines, this will be considered by the Executive Panel in its deliberation of funding recommendations. Advice will be provided to the Program delegate for decision (NSW Reconstruction Authority CEO).

These discretions may be applied, for example, in circumstances where the Program is significantly oversubscribed.

Delegated Approver

The final decision maker for awarding grants is the NSW Reconstruction Authority CEO.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

There is no appeal or review mechanism for decisions to approve or not approve a grant.

Probity advice

Independent probity advisors have been appointed to provide guidance to RA on any probity issues that may arise through the Application, assessment, and decision-making process. This will ensure decisions are made with integrity, fairness, and accountability, while delivering value for money for NSW.

Ineligible Project referral for alternative funding opportunities

With the Applicant's consent, projects that are more suitable for other NSW Government programs may be referred to those programs.

Applications that are referred will be subject to the full Assessment Criteria of the other NSW Government program to which they are referred.

Applicants may need to update their Application to meet the criteria of the referred program. Such referrals will only occur with the Applicant's consent and at the discretion of the RA's Executive Panel.

Feedback including Unsuccessful Applicants

Unsuccessful Applicants will be notified in writing of the outcome of their Application. If you are unsuccessful, you may ask for feedback within two weeks of being advised of the outcome. The RA will give written feedback within one month of your request.

5. Successful Applications

Notification

All successful Applicants will be notified in writing of the outcome of their Application.

Publication of grants information

The Grants Administration Guide (the Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the funding deed takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after grant funding is approved.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

Funding deed

Successful Applicants will be required to enter a funding deed with the NSW Government.

Successful Applicants will be required to provide all supporting documentation and approvals not submitted as part of its Application before the RA can enter a funding deed.

Projects of 6 to 12 months duration will be required to list quarterly project milestones in the funding deed.

The NSW Government makes no binding funding commitment to an Applicant unless and until both parties sign a funding deed.

Successful Applicants must not make financial commitments for funded activities until funding deeds have been executed by both parties.

Other funding conditions

The following is not an exhaustive list and will be expanded upon in the funding deed:

Item	Terms and Conditions
Eligible Project Term	<ul style="list-style-type: none"> Must commence within 30 days of execution of the funding deed and be completed by 31 October 2025.
Insurances	<ul style="list-style-type: none"> All recipients must ensure that adequate broad-form public liability insurance and workers compensation insurance policies covering all activities associated with the project are taken out and maintained with a reputable insurance company throughout the funding period. You must produce on demand satisfactory evidence that any or all of the insurance policies required under funding deed are current.
Reporting Requirements	Successful Applicants will be required to submit performance reports:

	<ul style="list-style-type: none"> • Projects of 6 to 12 months duration must submit a mid-project report, and completion report and final financial acquittal statement to the NSW Government as outlined in the funding deed. • Projects of less than six months duration are only required to submit a completion report and final financial acquittal statement to the NSW Government as outlined in the funding deed.
Indicative Payment arrangements	<p>Timing and milestone requirements are subject to negotiation of the funding deed; however, at minimum there will be two milestone payments:</p> <ul style="list-style-type: none"> • A Commencement payment upfront on execution of the funding deed. • A smaller Completion payment in arrears (i.e. 10%) on completion of the Project and subject to a Final Financial Acquittal Statement.
Variations	<ul style="list-style-type: none"> • Requests for variations or changes to the Project will only be considered in limited circumstances and in accordance with probity principles. • Variations will not be authorised for Projects of less than 6 months duration. • Variation approvals for Projects of 6 to 12 months duration will be limited to 1 Variation and will not be considered after the Project exceeds 6 months of implementation. • Applicants must advise the RA of any changes to their legal status or of changes or delays to their project.
GST	<ul style="list-style-type: none"> • To be eligible, Applicants must have an Australian Business Number (ABN) and be registered for GST (refer also to Section 2.1). • Payments will be GST Inclusive. As you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice. • Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.
Program Evaluation	<ul style="list-style-type: none"> • Successful Applicants will be required to participate in a Program evaluation procured by the RA, to determine the extent to which their projects have contributed to the objective of the Program. • The evaluation will require Applicants to provide evidence of how projects have resulted in a measurable change to the lives of local residents that is consistent with the objectives of the Program and as outlined in the Applications under the anticipated community benefit of the Activities. It will also require participation in surveys and may require participation in interviews or workshops. • Participation in the Program evaluation may be costed under Project management / grant administration in the Application, which cannot exceed a maximum of 10% of total requested funding.

Funding Acknowledgement	<ul style="list-style-type: none"> All recipients of NSW Government funding are required to acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants.
State Audit	<ul style="list-style-type: none"> The RA reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.
Unspent Funds	<ul style="list-style-type: none"> A funding recipient cannot acquit the grant until 100% of grant funding is evidenced as fully expended. Where a grant recipient's project is completed and there are unspent funds remaining from the grant allocation, the RA will require the grant recipient to return the unspent funds plus GST.
Termination	<ul style="list-style-type: none"> Approved Projects are subject to Termination clauses which will be detailed in the funding deed.

6. Additional Information

Government Information (Public Access) Act 2009

Applicants should be aware that information submitted in Applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)*. Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009 (NSW)* makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available.
- encouraging government agencies to release as much other information as possible.
- giving the public an enforceable right to make access Applications for government information.
- restricting access to information only when there is an overriding public interest against disclosure.

Complaints

Any concerns about the Program or individual Applications should be submitted in writing to ssvp@reconstruction.nsw.gov.au.

If you do not agree with the way RA handled the issue, you may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

Ethical Conduct

It is a condition of the Program Application process that no gifts, benefits, or hospitality are to be made to any NSW Government employee at any time. Any inducement in contravention of this condition may result in an Applicant's proposal not being considered.

Conflicts of Interest

There is a requirement for conflicts of interest to be declared when submitting an Application under this program.

There may be a conflict of interest, or perceived conflict of interest, if staff, any member of a committee or advisor and/or personnel involved in the preparation of the Application has a professional, commercial, or personal relationship with a party who may be the recipient of grant funds (e.g. nominated training provider, retailer of equipment intended to be purchased, or otherwise a supplier of goods or services intended to be purchased under the grant).

Applicants will be asked to declare, as part of the Application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If an Applicant later identifies an actual, apparent, or perceived conflict of interest, they are required to inform RA immediately.

NSW Government staff involved in the eligibility and assessment process are also required to declare any conflicts of interest and are managed as per the RA Code of Conduct.

Confidentiality

Funding decisions and assessment outcomes must be kept confidential until announced by the NSW Government. Successful Applicants will be required to provide a confidentiality undertaking. This means they must keep the outcome of the Application process confidential until the NSW Government makes a public announcement.

Upon entering a funding deed, details about the funding deed may be made publicly available (subject to information which the RA deems to be commercial in confidence).

The Applicant agrees not to disclose any confidential information pertaining to the grant program Application or funding deed without prior written consent of the RA.

Intellectual property

All intellectual property rights in these Guidelines remain the property of the RA. Applicants are permitted to use these Guidelines for the purpose of preparing an Application only. Applicants must not use these Guidelines, or any information contained in these Guidelines for any other purpose.

Applications submitted in response to these Guidelines remain the property of the Applicant, unless otherwise agreed between the Applicant and the RA. The Applicant agrees that the RA may make copies and reproduce Applications for any purpose related to the grant opportunity. In addition, the RA will retain (electronic and hard) copies of all Applications.

No offer

These Guidelines are not an offer, recommendation, or invitation by the RA in respect of any contract or commitment and, subject to a funding deed being fully executed by the parties to it, nothing in these Guidelines will form the basis of any contract or commitment.

Privacy

The RA is regulated by the Privacy and Personal Information Protection Act 1998. When you submit an Application or make an enquiry about this Program, the RA collects information from this process.

For example, this information may include personal and organisational details, such as your name, job title, business name, phone number and email address. This information will be collected, stored and used by the RA in accordance with the Privacy Collection Notice (PCN) for this Program published on the RA's website, including to be added to a mailing list for ongoing and future grants

marketing by the RA.

If you are on the mailing list, you can request the RA to remove or update your details at any time. For further information, please contact the RA at grants@reconstruction.nsw.gov.au.

Addenda

These Guidelines are subject to change at any time at the sole discretion of the RA.

The RA may, in its absolute discretion, publish an addendum to these Guidelines on the RA website. In each case, an addendum becomes part of these Guidelines.

Disclaimer

The RA does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency, or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The RA recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

The RA reserves the right in our absolute discretion to vary any of the terms contained in this document; accept or reject late Applications; vary the dates for key stages; freely discuss aspects of an Applicant's assessment directly with them; or discontinue this funding round. Lodgement of an Applicant will be taken as consent for the information to be shared with other NSW Government Agencies.

Any information submitted by an Applicant may be used for promotional material prepared by the NSW Government.

These Guidelines are subject to change at any time at the sole discretion of the NSW Reconstruction Authority. Any changes to the Guidelines will be published on the NSW Government Grants Finder website.

© State of New South Wales through NSW Reconstruction Authority 2024. The information contained in this publication is based on knowledge and understanding at the time of writing May 2024. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of NSW Reconstruction Authority or the user's independent adviser.

Appendix A

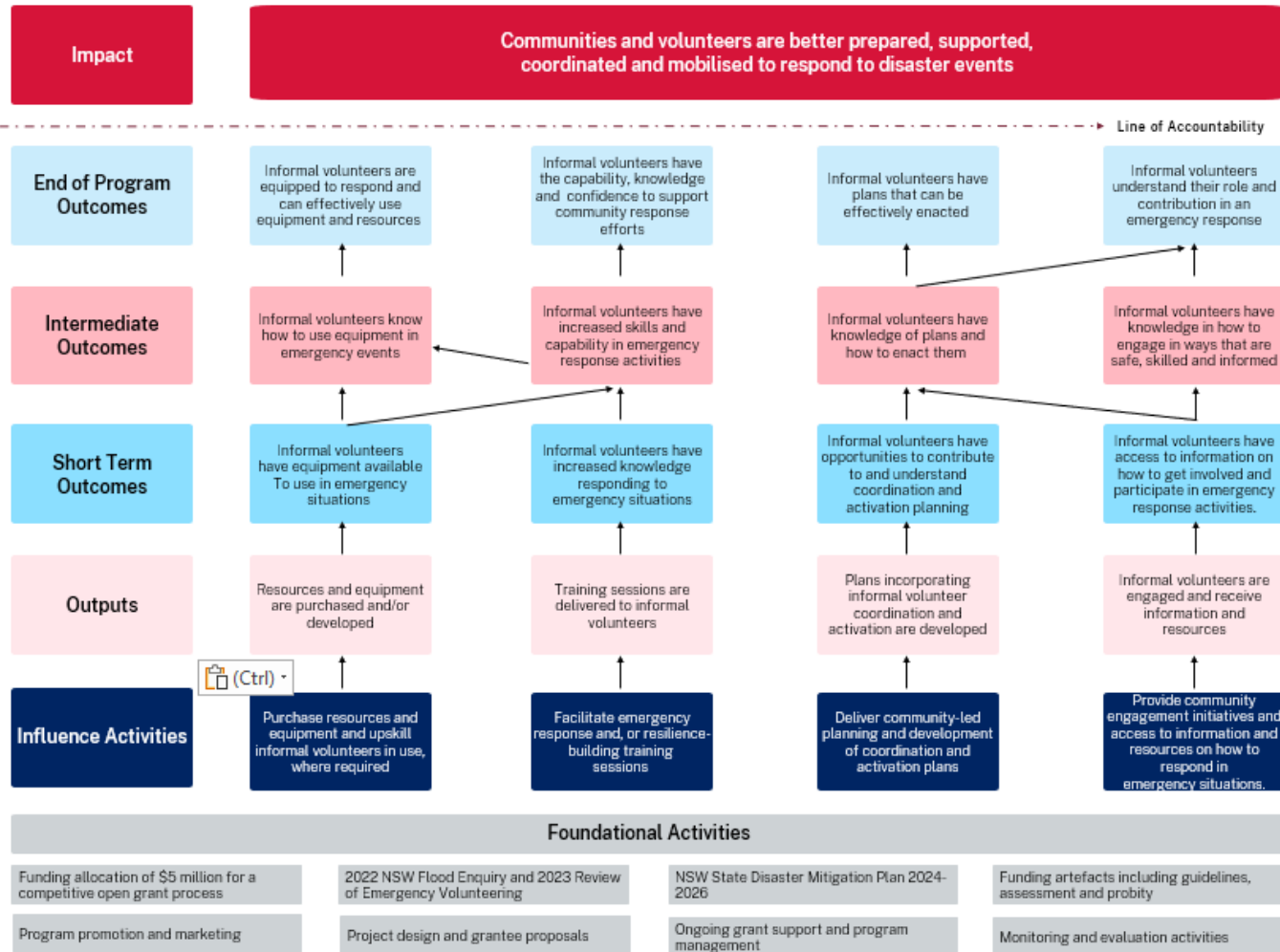
Supporting Spontaneous Volunteers Grants - Program Logic

Problem statement:

The NSW 2022 Flood Inquiry and subsequent Review of Emergency Volunteering (2023) identified several capacity/ coordination, mobilisation, and safety risks associated with response efforts of informal volunteers.

Key issues that the Spontaneous Volunteers Grants Program will address are:

- **Awareness and capacity building:** Informal volunteers do not feel skilled or understand their defined role when responding to a disaster event and may wish to help but are unsure how they can contribute. Informal volunteers need the equipment to respond effectively.
- **Work Health and Safety and Risk:** There are perceived health and safety barriers to using informal volunteers during disasters. Volunteers could (with good intentions) direct activities in ways that are unhelpful.
- **Community Coordination:** Limited coordination exists between organisations, groups and individuals, providing initiatives to build community capacity to respond during disasters. Informal volunteers are increasingly seeking an upskilled and defined role in the immediate response to disaster events.



Target Group:

Informal Volunteers may operate as individual spontaneous volunteers or as part of an emergent group of people who come together to respond to a particular challenge. Informal volunteers generally have an emotional or physical connection to a disaster. They are generally not trained in advance of an emergency.

Assumptions:

- Local Government, NGOs and community will want to participate in the grants.
- Community members can access supports they need to participate in activities
- Volunteers will want to be up-skilled
- Program duration is sufficient to attain intended outcomes

Delivery Agents (Eligible Applicant Types – Grant Recipients):

- Local Government (Local Council, JOC or ROC)
- Not-for-Profit Entity registered with ACNC and or ORIC
- Social Enterprise with certification through Social Trader.
- Auspiced Entities under the auspices of an Eligible Applicant Type

Appendix B

Equipment Lists

In addition to the items listed below, you may refer to publicly available information published by the following NSW Government agencies:

- <https://www.rfs.nsw.gov.au/plan-and-prepare/prepare-your-family/what-to-wear>
- <https://www.rfs.nsw.gov.au/plan-and-prepare/prepare-your-family/emergency-survival-kit>
- <https://www.ses.nsw.gov.au/storm-resources/before-a-storm/put-together-an-emergency-kit/>

You must certify in your Application that any necessary training related to purchased equipment will be completed under the grant funded project. Successful Applicants must refer to available guidance on quality standards and training requirements when purchasing equipment.

Where Applicants are purchasing fire related equipment, it is recommended that these Applicants source and retain a record of evidence from the relevant Local RFS District Office that it endorses the Applicant's operation and maintenance of the equipment in terms of the appropriate standards. This evidence record is not a mandatory requirement for the grant Application.

Item	Suggested Quantities	Description	Training Required
PPC/PPE			
UniSafe P2 Valved disposable respirator 10 pack	30	Fire rated Multi hazard - used for poor air quality / contamination	
Safety Vest M	50	No drip, no melt properties Multi hazard - Hi Vis Class 1	
Safety Vest Large	50	No drip, no melt properties Multi hazard - Hi Vis Class 1	
Safety Vest XXL	50	No drip, no melt properties Multi hazard - Hi Vis Class 1	
Safety Vest XL	50	No drip, no melt properties Multi hazard - Hi Vis Class 1	
Hearing protection- can be integrated with hard hat	30	Multi hazard	
Hard Hat	30	Multi hazard - General	
Sun Hat	20	Multi hazard - wide brim	
Rigger Gloves Small	100	Multi hazard	
Riggers Gloves Medium	100	Multi hazard	
Riggers Gloves Large	100	Multi hazard	
Riggers Gloves X-Large	100	Multi hazard	
Glasses Safety Impact Shields	100	Multi hazard	
Overalls multiple sizes (optional)	100	Multi hazard - must be natural fibres for fire	
Disposable coveralls – various sizes	20	To allow for contamination management	Instructions
Sturdy footwear/ boots multiple sizes (optional)	10	Multi hazard Elastic sided boot to be avoided	

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Nitrile Disposable Gloves (multiple sizes)	10	Multi hazard	
Head lamps (optional)	20	Multi hazard	
First aid			
First aid kit	2	Multi hazard - at least 1 kit should be portable (backpack)	Yes
AED -Defibrillator (optional)	1	Multi hazard (approved AED by NSW Ambulance)	Yes
Disposable Gloves Box	10	Multi hazard	
Hospital Blankets	20	Multi hazard - Stored in sealed bags (Cotton Wool)	
Foil thermal blanket	20	Multi hazard	
Needle disposal container (optional)	1	Multi hazard	
Tools			
Shovel long handle	20	Multi hazard	
Utility knife with 2 blades	25	Multi hazard	
Flood lights on tripod	2	Battery or plug in	
Torch - Dolphin 6V Battery	10	Multi hazard	
Torch - Dolphin 6V	10	Multi hazard	
Bolt cutters small	1	Multi hazard	
Hammer Claw	4	Multi hazard	
General Purpose Saw	4	Multi hazard	
Wrecking Bar	4	Multi hazard	
Generator Portable 2.4Kva - IP66 Plug Required	2	Multi hazard - Tag & testing required (fire extinguisher required)	Instructions
Powerlead Industrial Long - IP66 Plug Required	4	Multi hazard - Tag & testing required. Heavy duty standard for large power draw	
Powerlead Extension 10m	5	Multi hazard - Tag & testing required. Heavy duty standard for large power draw	
Powerboard	5	Multi hazard Inbuilt RCD / CB	
Funnel Plastic	1	Multi hazard	
Container (Fuel Only)	1	Multi hazard	
Shovel long handle	20	Multi hazard	
Fire Specific Equipment			
Portable Pump with Storz fittings	2	Provide manufacturer safe use instruction - refer to manufacturer specifications for pressure and volume.	Instructions
Hose 25mm or 38mm (depending on size of portable pump) - Lay flat with Storz fittings and spanner	4	Provide manufacturer safe use instruction. If to be used for bush firefighting, hose should be percolating. If used for property protection or water transfer, hose should be non-percolating or duraline.	Instructions
Branch (hose fitting)	2	Provide manufacturer safe use instruction	Instructions
Fire Blanket	10	Provide manufacturer safe use instruction	Instructions
Flood Specific Equipment			
PFD Adult (Level 100 & above lifejacket)	20	Provide manufacturer safe use instruction	Instructions
PFD Child (Level 100 & above lifejacket)	5	Provide manufacturer safe use instruction	Instructions
Throwbag	6	Provide manufacturer safe use instruction	Instructions
Rescue Tube - 5m rope	5	Provide manufacturer safe use instruction	Instructions
Sandbag Bale 1000 (\$1120)	3	Provided by the NSW SES	

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General			
Shipping container (optional)	1	Recommended High Cube Container. Including quirky bird installed in the roof. Ventilation panels installed on all three walls. Lighting optional.	
Plastic - Sheeting 200x200x200 Roll	3	Multi hazard	
Tarp 11x7.2m	10	Multi hazard	
Tarp 6x7.2m	10	Multi hazard	
Tarp 3x3.6m	10	Multi hazard	
Rope - Nylon 6mm Coil	10	Multi hazard	
Duct Tape Fibre Backed	12	Multi hazard	
Safety Tape	4	Multi hazard	
Asbestos Tape	4	Multi hazard	
Reflective Tape	4	Multi hazard	
Cache lock - padlock	1		
Signage for the container (optional)	1		
Wall key safe lock	1		
Heavy duty shelving unit	3		
Storage tubs	8		
Marquees	2		
Eskies	4		
Garbage bins	5		
Gerni - High pressure washer	6		
Hoses with extension attachments	5		
Cleaning products	30		
Large industrial brooms	10		
Mops and buckets	10		
Temporary fencing and traffic blockade signs	4		
Bunting and safety bollards	6		
Witches Hats/Cones	20		
Trestle table	6		
Fold up or plastic chairs	20		
Megaphone (optional)	1		
Clipboards	10		
Stationery Box	2	Pens/markers/paper to record details & display information	
Whiteboard	1	Used to plan and coordinate teams	
Noticeboard	1	Blackboard/Corkboard used to display community information	
Mobile phone charging bank	2	Tag and testing required	
Battery Radio	1		
Batteries (A B C AA AAA) packs	2		
Lanyards with name tag holders	20		
UHF Radios (2-way walkie talkies)	10	Will need a charging bank or batteries (tag & testing required)	
Fire extinguisher (Class A)	1	Would require testing	Instructions
Fire extinguisher (Class C) Dry Extinguisher	1	Would require testing	Instructions
Hand Cleaner	10	Liquid soap and plastic basins for hygiene	
Hand sanitiser	10		

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Sunscreen / Insect Repellent		Consumable products - expiry dates need to be check	
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