Detailed Flood Studies Grant Program Guidelines

Tasmanian Flood Mapping Project – Stage 3

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Flood Risk Unit

State Emergency Service

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1. Program Overview

The Detailed Flood Studies Grant Program has been established as part of the Tasmanian Flood Mapping Project (TFMP) Stage 3, a joint initiative supported by the Tasmanian Government, Australian Government, and local councils. This program responds to the need for improved and consistent flood information across Tasmania's high-risk areas to better support decision-making in emergency management, land-use planning, and infrastructure investment.

This targeted competitive grant program enables local councils to engage qualified consultants to deliver detailed flood studies, ensuring outputs meet the technical standards outlined in the Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania, the SES Technical Project Brief, the Australian Institute for Disaster Resilience Handbook 7 – Managing the Floodplain and the Australian Rainfall and Runoff Guidelines 2019 (version 4.2).

The program is guided by a state-wide prioritisation methodology (Appendix 1) and delivers consistent, high-quality data to inform long-term flood risk management strategies and enhance community resilience.

2. Program Objectives

The objective of this grant program is to enable targeted councils to participate in Stage 3 of the Tasmanian Flood Mapping Project by delivering detailed flood studies for high-priority catchments. Specifically, the program aims to:

- Support the development of accurate, locally relevant flood modelling and mapping products.
- Replace outdated or inconsistent flood studies with modern, climate-aware outputs.
- Provide councils, SES, and other stakeholders with the technical data required for evidence-based planning, emergency response, and mitigation initiatives.
- Ensure all deliverables meet prescribed technical standards and are integrated into SES systems and platforms.
- Facilitate coordinated funding and delivery of flood studies across local government areas in a cost-effective and strategic manner.
- Funding is prioritised based on flood risk and knowledge gaps, with the aim of producing consistent, transparent, and publicly accessible flood risk information that enhances the safety and preparedness of Tasmanian communities.

3. Important Dates and Times and Timeframes

The Opening and closing dates and times for Applications to be submitted to SES are:

Opens 9:00am AEST on 9 November 2026

Closes 5:00pm AEST on 14 December 2026

The maximum project period is 12 months for all projects. Project periods formally commence from the date that the Funding Agreement is co-signed by the Department of Police, Fire and Emergency Management.

4. Key References

Applicants should be familiar with the following documents:

- Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania
- AIDR Handbook 7
- SES Technical Project Brief (Appendix 2)
- ARR Guidelines 2019 (version 4.2)

5. Funding Availability and Project Contributions

A total of at least $600,000 is available under the TFMP Stage 3 Detailed Flood Studies Grant Program.

The Program is designed to support the preparation of detailed flood studies across priority catchments and townships identified through the TFMP Stage 3 prioritisation process. Funding will be allocated on a competitive basis, with applications assessed against the selection criteria outlined in these Guidelines.

As a guide, the total cost of individual projects is expected to generally range between $10,000 and $100,000, depending on the size and complexity of the study area. Councils are required to contribute a minimum of one-third of the total project cost, with grant funding supporting the remaining balance.

As available funding is limited and demand is expected to exceed available funds, not all eligible applications may be successful. Applicants are therefore encouraged to clearly demonstrate project need, value for money, deliverability, and alignment with the objectives of the Tasmanian Flood Mapping Project – Stage 3.

Any project cost overruns or expenditure above the approved project budget will remain the responsibility of the applicant unless otherwise agreed by SES in writing.

6 Eligibility

6.1 Eligible Organisations

Organisations eligible to apply for this targeted and competitive Program include:

- Municipal Councils identified in the TFMP Stage 3 priority list (Appendix 3)
- Municipal Councils that can demonstrate they will make a financial co-contribution of one-third of the total study cost and agree to managing the engagement of consultant's process ensuring an open competitive procurement process, with SES support in procurement and technical oversight.

6.2 Eligible Projects

To be considered eligible, projects must:

- Deliver a detailed flood study for a catchment or township listed in the TFMP Stage 3 priority list.
- Align with the standards outlined in the Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania, AIDR Handbook 7, the SES Technical Project Brief, and these Guidelines.
- Include hydrologic and hydraulic modelling, flood extent and hazard mapping, technical reporting, and independent peer review (note while peer review should be described in your application the cost and carrying out of peer review will be coordinated by SES).
- Incorporate future climate change scenarios
- Incorporate high-resolution terrain data where available.
- Support integration into the SES's internal databases and the Australian Flood Risk Information Portal.
- Gap analysis and scoping of historical data.
- Technical documentation, model deliverables, and GIS outputs.
- Stakeholder engagement if specified in the project scope.

6.3 Ineligible Projects

Applications are generally considered ineligible if they:

- Do not align with the technical requirements of TFMP Stage 3 – Detailed Flood Studies Grant Program requirements.
- Are not listed as a priority in Appendix 3.
- Are designed solely for private development or commercial advantage.
- Duplicate existing or recently completed studies unless justification is provided.
- Seek reimbursement for studies already undertaken.
- Cannot be completed within the agreed timeframes without prior written agreement from SES.

7. Assessment Criteria

The SES cannot consider any Applications that do not meet all of the Eligibility requirements in sections 6.1 and 6.2.

All Applications will be assessed against two selection criteria, with scoring of 50% attached to each criterion.

Selection Criteria 1 – Program alignment (50% weighting)

Projects must demonstrate a clear contribution to risk reduction outcomes and alignment with the Tasmanian Flood Mapping Project (TFMP) Stage 3 objectives.

Assessment focus (what to address in your application):

- The catchment/township is listed as a Stage 3 priority and the proposal addresses identified risk and knowledge gaps.
- How the study will produce fit for purpose modelling and mapping that supports safer land use planning, emergency management, and infrastructure decisions (hazard, depth, velocity, evacuation/operational products).
- Commitment to ARR 2019 (version 4.2) climate change guidance and scenario coverage appropriate to local risk.
- Delivery of standardised products, accessible documentation, and licensing suitable for SES platforms and the Australian Flood Risk Information Portal.
- How councils/SES/asset managers will use the outputs (overlays, planning scheme inputs, flood intelligence, emergency management) and how results will be integrated into existing systems/workflows.

Evidence to include:

- Statement of TFMP Stage 3 prioritisation, current study gaps, and expected decisions enabled by the new study.
- Summary of intended model products (maps, GIS layers, metadata) and climate/scenario coverage.

Selection Criteria 2 – Project Management and Governance (50% weighting)

Project management and accurate accounting of the allocated funds are essential processes required for good governance. Assessment of the criteria will focus on the following.

- Has the project has been well conceived and thoroughly planned?
- What data will be included and what is yet to be collated? Is data compilation likely to be a timeframe consideration or additional cost and how has this been factored into the project planning?
- Are the governance arrangements for the project appropriate?
- Are milestone tasks and schedule realistic?
- Is the total funding required realistic and cost-effective?
- Is there capacity and commitment to make contributions of funding towards the cost of the project?
- Is there a detailed Project Budget and Project Risk Management Plan provided with the Project Plan
- Is there a clear commitment statement with responsibility allocated to the reporting requirements of the Program Guidelines
- Is there evidence of ability to maintain the project's outcomes?

8. Application Assessment Process

An Assessment Panel will consider each submission against the selection criteria, taking into account the relative priorities of the proposals.

The Assessment Panel's recommendations are provided to the Program Steering Committee for endorsement.

The Minister for Police, Fire and Emergency Management may announce the successful projects that will receive funding, and the SES will contact the nominated project officers with details of the funding process.

9. Payment of Funds

Recipient Councils will enter into funding arrangements with the SES, through a written, legally enforceable funding agreement – *Grant Deed - Grant program: Tasmanian Flood Mapping Project Stage 3 – Detailed Flood Studies*, for each approved project, covering the implementation of the project and expenditure of funds. The SES will forward payments to Councils, subject to their adherence to the agreements, and the satisfactory achievement of agreed milestones.

Appropriate accounting, reporting and acquittal of the funds by the recipients is required. Final Milestone payments will not be provided until a Project Final Report is received and approved by SES. Evidence of successful project completion will also be required as part of the Project Final Report. Evidence should be provided in the Project Final Report of Council endorsement of the Final Study and describe the manner in which it will be used within Council (for example, to inform an amendment of the LPS Flood-prone Area Hazard Overlay, to inform flood mitigation and drainage works, to inform emergency management etc).

The recipient must maintain a thorough and complete audit trail of receipt and expenditure of the grant money. Funding approval may be withdrawn for projects that do not commence within one year of approval without prior written approval from SES via a Project Variation Request.

All forms and templates can be located at Support for local detailed flood studies - Tasmania State Emergency Service . Quarterly reports, Variation requests and Final reports must be completed using the prescribed Program forms.

10. Cost Sharing

Grant funding under this program will be administered in accordance with the principles and requirements of *Treasurer's Instruction FC-12 Financial Management Act 2016: Grant Management*, ensuring alignment with the *Detailed Flood Studies Grant Program – Grant Guidelines*.

Projects will operate on a cost-sharing basis, with total project costs shared equally between the Council, SES, and the Australian Governments. Each party must contribute one-third of the total project cost. All Council contributions must be financial; in-kind contributions (including staff time, services, expertise, materials, or goods) are not permitted under this Program. Costs relating to ongoing operations, maintenance, or long-term support are also ineligible.

Where actual project costs exceed those detailed in the approved application, the Council will be responsible for covering any additional costs. Councils may choose to contribute more than their required one-third share or seek additional third-party funding sources.

The Australian and Tasmanian Government contributions (totalling two-thirds of the project cost) will be paid in two instalments: 50% at project commencement to support initialisation, and 50% upon satisfactory completion and approval of all deliverables.

All grants awarded under this program will exceed $10,000 but be less than $100,000 and therefore require a legally enforceable written Grant Deed Funding Agreement. The Agreement will specify the purpose of the grant, monitoring and reporting requirements, conditions of funding, certification processes, and provisions for the withholding or repayment of funds, including unspent amounts. Funding will only be released once all parties have signed the Agreement.

SES will ensure ongoing monitoring of project performance through regular reporting requirements. Any breaches of grant terms and conditions will be managed in accordance with the Funding Agreement, with unresolved breaches potentially resulting in suspension or termination of funding.

SES will monitor project delivery through reporting requirements and milestone reviews established under the Funding Agreement. Separately, SES, as the administering agency, will undertake periodic program reviews to evaluate the effectiveness of the Detailed Flood Studies Grant Program and whether it is achieving its intended objectives.

11. Detailed Budget

Applicants are required to submit a detailed written budget with their application. Details on how to fill out this section of the form can be found on the Application Form.

Budgets need to be realistic and clearly articulated. Additional funds will not be provided from the Tasmanian and Australian Governments, and applicants will need to cover any situations where a project exceeds the budget presented in the application.

12. Audited Financial Statements

In line with *Treasury Instruction, Financial Control, no. 12.8 and 12.9*, grants considered of high risk (as decided by the Assessment Panel) and high value grants (more than $100 000), need to produce fully audited financial statements with the Final Report. Audited financial statements should include the receipt and manner of disbursement of funds, together with an audit certificate. The cost of an auditor to complete the financial statements could be included in the budget plan if necessary.

As per the Grant Deed/Funding Agreement, for all other projects, recipients will need to sign the financial statement on the Final Report. If the recipient is a body corporate, an authorised officer and a registered company auditor must sign. The Grant Deed/Funding Agreement requires recipients to maintain proper books and records showing the use and expenditure of the grant. It also requires recipients to give the Auditor-General for Tasmania access to all financial statements and records about the use and expenditure of the grant if requested.

13. Reporting

Recipients are required to complete Quarterly reports to inform of project progress. The SES will advise when Quarterly reports are due. As a guide, reporting periods are end of March, June, September and December. Applicants must adhere to the deadlines.

Recipients are to provide project milestones with their application (Section 6 of the application form). Milestones are to be reported upon within the Quarterly Report format. Submission of invoices in response to achieving milestones are to be accompanied with evidence confirming milestones have been met. SES Grant funding will be provided after milestones are met. Failure to adequately report on completed milestones will result in funding being withheld.

If there are major changes that need to be made to your project after commencement, please fill out and submit the Project Variation Request Form to obtain approval before instigating changes. Variation requests will be considered for approval by the Program Steering Committee.

Once the project is completed, you will need to fill out the Project Final Report in accordance with the prescribed template within 30 business days. Any unspent funding will be returned to the SES for reallocation to other eligible projects.

The reporting documents can be found on the SES website Support for local detailed flood studies - Tasmania State Emergency Service. All completed forms are to be sent to the SES using the floodmap@ses.tas.gov.au email address. Please keep all reports concise. Recipients who submit reports that are not filled out correctly or are of a poor standard will be asked to re-do them.

14. Flood Studies and Floodplain Studies

Grants awarded to undertake Flood Studies and Floodplain Studies will contain additional conditions, including some that require the studies to:

- Be undertaken in accordance with the Australian Disaster Resilience Handbook 7: Managing the Floodplain collection and the SES Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania;

- Model and/or assess a specified range of scenarios, including future climate scenarios.
- Produce a standard set of output products in a standardised format; and
- Have Creative Commons licensing conditions allowing third party use of reports and technical data, including access via the Australian Flood Risk Information Portal.
- Additional information on these conditions can be obtained from the SES.

15. Project Assessment and Evaluation

Once a project has been completed, recipients will be required to evaluate its success. This is easier to do if you provide a clear project outline in the application process, and the outputs and outcomes are measurable. Detail the information you will collect to assist in your evaluation and the methods you will use.

Evaluation methods could include:

- Self-assessment of lessons learnt and what proved to be important
- Observations by staff
- Before and after questionnaires to key stakeholders where appropriate.

16. Publicity

Where projects receive funding through the Program, appropriate acknowledgement is to be given to the contributions made by the State Government, local agencies and the Australian Government. This applies to all publications, articles, signs, posters, relevant forums, conferences and project launches.

All recipients will consult with the SES in advance of the announcement of projects, milestones and funding approval to enable either the Commonwealth Minister for Emergency Management, or the Tasmanian Minister for Police, Fire and Emergency Management to attend.

17. Failure to Adhere to the Grant Deed/Funding Agreement

The State Government can review any project documentation with reasonable notification to the recipient. Funding provided under the SES grant fund may be terminated if the recipient has refused or failed to fulfil a condition of the Grant

Deed/Funding Agreement, or if the project has not been undertaken in accordance with the Agreement. Upon termination, the funding recipient must refund all grant monies, less reasonable expenses.

18. Application Submission Process

The Application Form can be downloaded from the SES website at Support for local detailed flood studies - Tasmania State Emergency Service .

Applications must be submitted electronically.

Once completed, please email your application to floodmap@ses.tas.gov.au together with any supporting documentation such as maps, plans and other supporting evidence.

19. Need More Help?

If you require further assistance or advice in relation to the program, please contact the State Emergency Service.

State Emergency Service
Cnr Argyle & Melville Street Hobart Tas 7000

GPO Box 1290 Hobart 7001

T (03) 6173 2700
Email: floodmap@ses.tas.gov.au

SES website at Support for local detailed flood studies - Tasmania State Emergency Service

20. Appendices

APPENDIX 1 – PRIORITISATION METHODOLOGY

The high-risk area prioritisation methodology ensures that the project allocates resources with the greatest flood risk first. The methodology is guided by principles of risk management and value for money and aligns with the project's objectives to reduce flood impacts and improve community safety.

The prioritisation process is based on the following key steps:

1. **Assessment of existing data**
    a. Review existing flood studies to determine which areas require updates based on age, relevance, or accuracy of data.
    b. Identify areas where no detailed flood study data exists to fill knowledge gaps.

2. **Risk assessment criteria**
    a. Utilise the results of regional risk assessments to assign priority levels to sub-catchments or specific areas. Key risk indicators include:
        i. Historical flood impacts (frequency and severity).
        ii. Vulnerability of exposed populations and infrastructure.
        iii. Potential economic, environmental, and social consequences of flooding.

3. **Gap analysis**
    a. Compare existing data with current needs to identify gaps in coverage.
    b. Assign higher priority to areas with critical gaps, particularly those impacting high-risk populations or key infrastructure.

4. **Sub-catchment grouping for value optimisation**
    a. Package high-priority sub-catchments together and modelling activities.
    b. Ensure that study areas are logical and manageable for both cost-efficiency and practical implementation.

APPENDIX 2 – SES TECHNICAL PROJECT BRIEF (SEPARATE ATTACHMENT)

APPENDIX 3 – PRIORITY LIST

LGA	Major River	Tributaries	Major Townships/Cities
Circular Head	Duck River		Smithton, Scotchtown, Edith Creek
Derwent Valley	Derwent		New Norfolk
Derwent Valley		Styx River, Plenty River	Bushy Park
Derwent Valley	Derwent River		Boyer
Derwent Valley	Derwent River	tributary streams	Macquarie Plains
Derwent Valley		Derwent River	Lawitta
Derwent Valley		Small local creeks	Hayes
Latrobe	Mersey, Kings Creek		Latrobe
Northern Midlands			Longford
Break O'Day	South Esk	Fingal Rivulet	Fingal
Launceston			Lilydale
Burnie	Romaine Creek	Coastal area	Burnie
Burnie	Shorwell Creek		Burnie
Burnie	Whalebone Creek		Burnie
Northern Midlands	South Esk River (Perth), Meader River (Strathbridge)		South Esk, Perth
Clarence		Risdon Brook	Risdon Vale
Break O'Day	Scamander		Scamander
Central Highlands	Tyenna River		Westerway
Huon Valley			Cygnet
Meander Valley		Liffey River	N/A (rural)
Meander Valley	Mersey		Kimberly

Sorell	Sorell Rivulet		Sorell
Central Coast			Penguin
Central Coast	Leven River		Ulverstone
Kentish		Dodder River	Sheffield
Dorset	Brid River		Bridport


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