2026-27 Emergency Management Committee Funding Program Guidelines

Premier's Department

NSW GOVERNMENT

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Introduction

1 Emergency Management Committee Funding Program

1.1 Program overview

The 2026/27 Emergency Management Committee Funding Program has been established by the Premier's Department to support extraordinary planning and preparedness activities undertaken by Regional Emergency Management Committees (REMCs) and Local Emergency Management Committees (LEMCs).

Under the State Emergency and Rescue Management Act 1989 (SERM Act), REMCs and LEMCs have the following functions:

- reviewing and preparing plans in respect of the region or local government area,
- make recommendations about and assist in the coordination of training in relation to training at the regional or local level
- developing, conducting and evaluating emergency management training exercises,
- facilitating regional and local level emergency management capability, through inter-agency coordination, cooperation and information sharing arrangements, and
- assisting the Emergency Operations Controller (EOCON) to establish an Emergency Operations Centre (EOC).

The Program is administered by the Premier's Department with activities to be undertaken by LEMCs and REMCs in the 2026/27 Financial Year.

1.2 Funding priorities

LEMCs and REMCs can apply for funding to support extraordinary planning and preparedness activities that occur outside of their quarterly meeting agenda and support the delivery of functions under the SERM Act.

Examples of planning and preparedness activities which may be funded include:

- Local Evacuation Planning
- Disability Evacuation Planning
- Aboriginal Community Planning
- Emergency Risk Assessments
- Development of consequence management guide (CMG) for newly identified hazard
- Exercises

Exercises

A particular focus of this program is the conduct and evaluation of emergency management exercises. Priority will be afforded to applications that utilise exercise toolkits developed for the current or previous years state exercise priorities. However, applications for financial support for activities and exercises focused on other emergency management scenarios will be considered.

Off-the-shelf toolkits for discussion and functional exercises have been developed for **coastal erosion** and **renewable energy emergencies** for the 2026/27 program. Exercise toolkits aligned to state priorities are available on the Emergency Management Capability Hub. These toolkits have been developed by the Premiers Department in partnership with subject matter experts.

1.3 Purpose and objectives

Purpose of guidelines

This Program is not mandated to comply with the NSW Grants Administration Guide (GAG) but has been designed to meet the GAG for good practice.

The purpose of these Guidelines is to outline the Program objectives, timeframes and eligibility.

Program objectives

The 2026-27 Program aims to build capability for NSW emergency management arrangements and support local and regional emergency management committees to deliver on their functions.

1.4 Program timelines

Date	Task
July 2026	Exercise toolkits released by Premier's Department
July 2026	Expressions of Interest (EOI) open
14 May 2027*	Expressions of Interests close
31 May 2027**	Invoices due
July 2026 – 30 June 2027	Exercises and other activities held
30 June 2027	Exercise and evaluation reports due

*EOIs received after **14 May 2027** may still be considered subject to discussion with the Premier's Department. If the allocated funding is exhausted, the Premier's Department reserves the right to close the program early.

Approved activities can be delivered up to 30 June 2027, however reimbursement invoices **must be submitted no later than Monday 31 May 2027. Premier's Department reserves the right to **decline** the reimbursement of costs for any invoices received after this date.

1.5 Financial support

The funding is non-competitive; however, each submission will be judged against criteria outlined in these guides.

LEMCs and REMCs can submit funding requests for each activity for up to the following amount:

Activity	Maximum amount (excluding GST)
Functional exercise	$10,000
Discussion exercise	$3,000
Other planning and preparedness activities	$5,000

Requests for additional funding may be considered by the Premier's Department.

Co-contributions

Co-contributions are encouraged. Applicants should identify the funding and other in-kind support they propose to allocate and outline contributions from another source (e.g. agency budgets, government grant programs, etc.). This should be referenced in the application.

Any co-contribution is considered in addition to the funding provided by the Premier's Department.

Unspent funds

Where LEMCs and REMCs will not require reimbursement of the full allocation of funds identified in the expression of interest process, they are to notify the Premier's Department as soon as possible but no later than 9 May 2027.

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Expression of Interest Process

2 Process

2.1 Eligibility

All LEMCs and REMCs are eligible to submit an expression of interest and access funding.

Eligible activities

Examples of planning and preparedness activities which may be funded include:

- Local Evacuation Planning
- Disability Evacuation Planning
- Aboriginal Community Planning
- Emergency Risk Assessments
- Development of consequence management guide (CMG) for newly identified hazard
- Community consultation activities required as part of the review of Local and Regional Emergency Management Plans.

Financial support will be prioritised for the following exercises, utilising the exercise collateral made available by the Premier's Department on the Emergency Management Capability Hub:

- Coastal erosion (2026-2027)
- Renewable energy emergency (2026-2027)
- Disability Inclusive Emergency Management (2025-2026)
- Major Evacuation Centre (2025-2026)
- Power Outage (2025-2026)
- Tsunami (2024-2025)
- Heatwave (2024-2025)
- Spontaneous Volunteers (2024-2025)

Exercises and other planning and preparedness activities outside of this scope may be considered by the Premier's Department and subject to negotiations direct with the applicant.

REMCs and LEMCs can apply to run more than one exercise or planning and preparedness activity in the financial year.

Eligible activity costs

Costs for reimbursement are to be aligned to the objective of the Program and can include:

- Equipment and facility hire
- Catering
- Facilitators
- Evaluators
- Prop purchase/hire and transportation costs
- Participation costs for local government and non-government organisation (NGO) staff and volunteers

LEMCs or REMCs are to achieve value for money in the administration and delivery of the activities. They are to apply all relevant home agency internal controls and approvals for the expenditure of the funding, and ensure Government requirements and policies, such as the NSW Government Procurement Policy Framework are adhered to.

Ineligible activity costs

Ineligible activity costs include:

- Wages
- Travel costs for NSW agency participants
- Recovery of already budgeted agency costs

Eligible locations

Activities must be in NSW but can have cross-border involvement and considerations.

2.2 How to apply

An expression of interest is to be submitted to exercises@premiersdepartment.nsw.gov.au using the form provided (Appendix A). A PDF version of this form is available upon request from the Premier's Department. All applications need to include:

- a completed expression of interest.
- the scenario/s and exercise style/s (for exercises)
- the proposed outcomes and how the activity addresses LEMC/REMC functions and/or SEMC priorities (for all other activities)
- a proposed budget based on quotes or cost estimates, reasonable assumptions, or previous experience, please include a detailed breakdown of costs for the proposed budget.

The Premier's Department will notify receipt of the expression of interest.

A contact officer must be nominated as the point of contact for the LEMC or REMC. The contact officer will be addressed in all correspondence related to the funding.

2.3 Decision making

The final decision maker for the allocation of funding is the Executive Director Emergency Management, Premier's Department. There is no appeal mechanism for decisions to approve or not approve funding. The decision is based on the provision of all documentation outlined in section 2.2.

2.4 Resources and reports

Exercise and evaluation reports and collateral (e.g. photos, videos, case studies) are to be submitted to the Premier's Department upon completion and will be provided as input to the annual State Lessons Analysis process.

Any collateral from the exercises (photos, videos, case studies, etc) shall be provided to the Premier's Department to be included in a cache of resources for agencies to access and reuse to support future exercises.

The following templates and resources are available on the Emergency Management Capability Hub to support exercise and evaluation reporting:

- Undertaking A Debrief and Evaluation of Microlearning
- How To Write Good Observations Fact Sheet
- Informal Volunteers Exercise Report Template
- Generic Exercise Report Template
- Generic Case Study Template

2.5 Payment

Payment for approved exercise funding is contingent on the provision of all documentation outlined in Section 2.4.

The contact officer identified through the expression of interest process is responsible for seeking reimbursement from the Premier's Department. They are to track and collate the expenses from the exercise that are covered by the approved funding.

Seeking reimbursement

A single tax invoice, on agency letterhead, for the actual expenses incurred (excluding GST) is to be submitted via email to the Premier's Department: exercises@premiersdepartment.nsw.gov.au

The invoice total must not exceed the approved funding amount.

The **invoice** must include the Purchase Requisition (PO) number provided to the agency from the Premier's Department.

Please note that invoices which include GST will not be processed and will need to be corrected and resubmitted. A contact number for Accounts Payable must also be included on the invoice.

Refer to the Example Invoice (Appendix B) for guidance on how to structure the invoice.

2.6 Evaluation

The Premier's Department may carry out an evaluation of the program. This may include carrying out surveys with LEMC and REMC members and/or attending any activities funded by the program.

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Appendices

Appendix A: Expression of Interest form

New South Wales
State Emergency Management Committee

2026- 27 Emergency Management Committee Funding Program Expression of Interest

This application and supporting documentation are to be submitted to exercises@premiersdepartment.nsw.gov.au

1. Committee		
2. Contact Officer Details *Please nominate a contact person to liaise on behalf of the LEMC/REMC on all correspondence and invoicing matters*		
Name:		
Region:		
Agency/Organisation:		
Position:		
Phone Number/s:	Work: Mobile:	
Email Address:		
Vendor Account Details		
Vendor Account Name:		
Vendor BSB:		
Vendor Account Number:		
3. Proposal details		
Lead agency:		
Agencies involved:		
Location:		
Venue:		
Dates:		
Duration:		
3a. Complete for Exercises Only		
Level:	☐ Regional	☐ Local
Exercise Priority Area: *(Other exercises may be approved at the discretion of the Premier's Department)*	☐ Coastal Erosion	☐ Renewable Energy
	☐ Power Outage	☐ Disability
	☐ Tsunami	☐ Heatwave
	☐ Spontaneous Volunteers	☐ Major Evacuation Centre
	☐ Other, please specify:	
Exercise style:	☐ Discussion	☐ Functional
Exercise name:		
3b. Complete for other planning and preparedness activities only *Please provide details if other activity selected*		
Activity	☐ Local Evacuation Planning ☐ Disability Evacuation Planning	

	☐ Aboriginal Community Planning ☐ Emergency Risk Assessments ☐ Development of consequence management guide (CMG) Other
What are the outcomes for the activity?	
How does the activity address LEMC/REMC functions and/or SEMC priorities?	
4.Endorsement *Endorsement must be provided by the LEMC/REMC Chair*	
Committee Name:	
Chair Name:	
Chair Signature:	
Date:	

5. Budget estimate

Please provide a break down as to what the funds will be used for - refer to the list of eligible costs.

Type of cost	Description	Amount (ex. GST)
	Funding requested total (ex. GST)	

Do you require an external facilitator to run the exercise? ☐ Yes ☐ No

Appendix B: Example invoice

OFFICIAL

INVOICE

INVOICE #

AGENCY NAME
LEMC/REMC NAME
Invoice to be on agency letter head

Date:

The below details should be the agency acting on behalf of the LEMC/REMC

ABN:
AGENCY NAME:
PHYSICAL ADDRESS:
EMAIL ADRESS:

NAME AND CONTACT DETAILS OF THE LEMO/REMO OR LEMC/REMC CHAIR
NAME:
POSTION:
LEMC/REMC NAME:

COMMENTS OR SPECIAL INSTRUCTIONS:
The fund will be reimbursed to the relevant LEMC/REMC (Insert full name)

DESCRIPTION	UNIT PRICE	TOTAL
Exercise Facilitator		$1500
Exercise Catering		$300
	TOTAL EX GST	$1800
	GST AMOUNT	$0.00
	TOTAL DUE	$1800

Account details (Details of the agency acting on behalf of the LEMC/REMC)
Bank account name:
BSB:
Account number:
Accounts Payable contact number:

EXAMPLE ONLY

OFFICIAL