



**Severe Tropical Cyclone Narelle and Associated
Flooding**

Premier's Natural Disaster Recovery Fund Guidelines

**Impacted Entities – Community Service Organisations
and Small Businesses**

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Overview

The Western Australian Government can activate special emergency financial assistance (known as the Premier's Natural Disaster Recovery Fund) to provide critical financial support to community members facing disruption and losses as they recover from significant natural disasters. Residents, businesses and community groups may be eligible for financial assistance.

Red Cross Australia will administer the scheme for household applications.

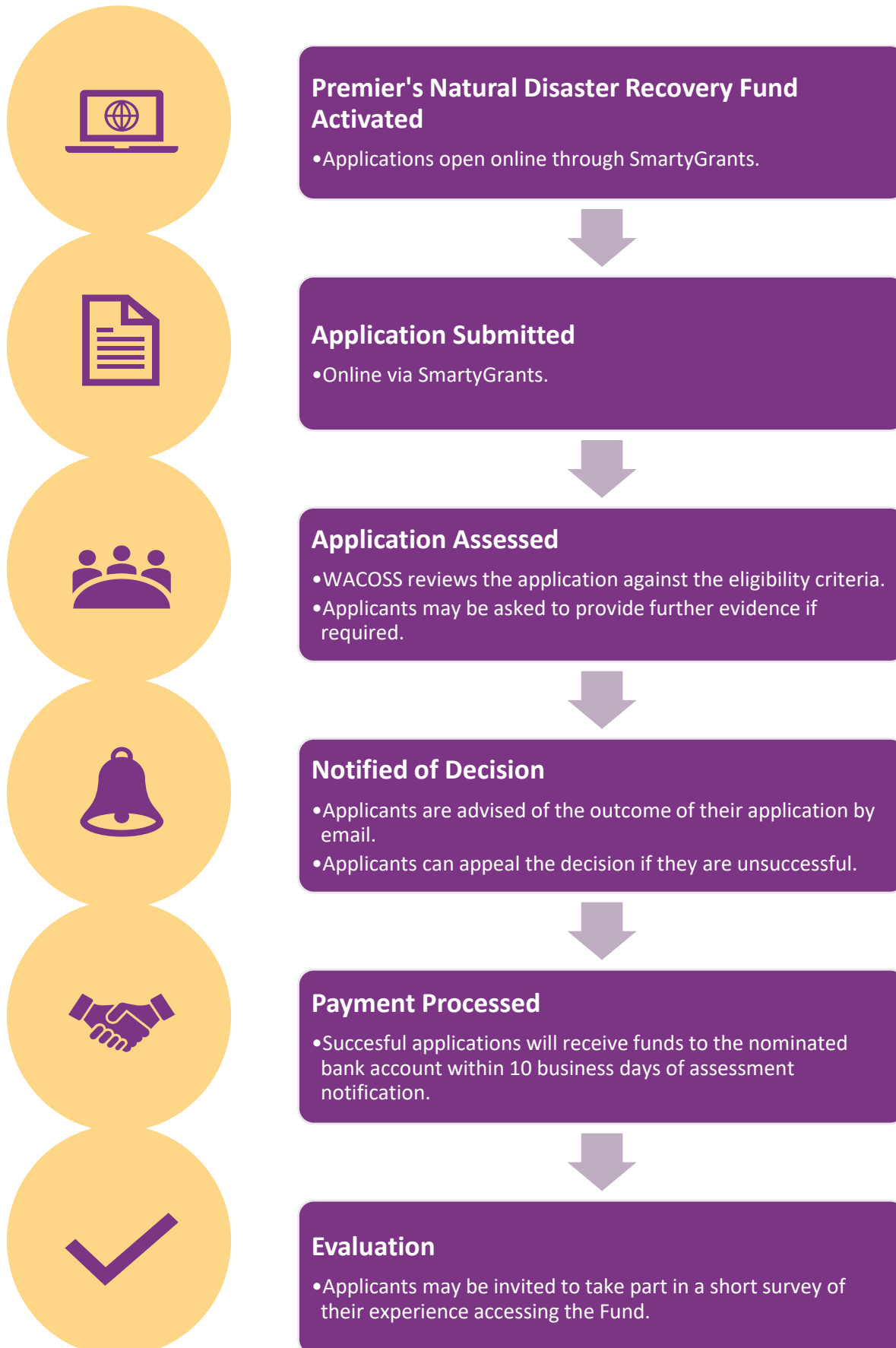
The Western Australian Council of Social Service (WACOSS), will administer the scheme for applications relating to small businesses and community service organisations, in accordance with these guidelines.

Small businesses and community service organisations may be eligible for \$5,000 to help with repairs and recovery. The payment is intended to contribute to the costs associated with restoring damaged property to enable the resumption or continuation of operations.

The Premier has activated the fund in response to Severe Tropical Cyclone Narelle and Associated Flooding.

The grant rounds will open on Sunday 12th April 2026.

How will the Fund operate?



Eligibility

Small Businesses

Only one application per premise will be considered. Although the applicant may be a nominated business representative, WACOSS will also communicate with the senior leader of the business. To be an eligible small business the following criteria must be met:

- held a valid and active ABN at the time of the event.
- was operating and located primarily within the Local Government Areas of Exmouth, Ashburton, Carnarvon, Shark Bay, Upper Gascoyne or Murchison during the time of the disaster.
- has no more than 20 FTE employees.
- provides a direct service to the local community.
- The place of business is not already the subject of an existing application for Impacted Entities for this disaster through the Fund.

The following assessment criteria will be used:

- place of operation has been impacted by the disaster.
- business has premises, material or property that requires cleaning or immediate repairs to continue operating (as a direct result of the disaster), and / or
- business needs (as a direct result of the disaster) to hire or replace equipment to continue operating.

Community Service Organisations

Only one application per premise will be considered. Although the applicant may be a nominated organisation representative, WACOSS will also communicate with the senior leader of the organisation. To be an eligible community service organisation the following criteria must be met:

- holds charitable or not for profit status.
- was operating and located primarily within the Local Government Areas of Exmouth, Ashburton, Carnarvon, Shark Bay, Upper Gascoyne or Murchison during the time of the disaster.
- provides a direct service to the local community.
- The premise is not already the subject of an existing application for Impacted Entities for this disaster through the Fund.

The following assessment criteria will be used:

- place of operation has been impacted by the disaster
- community service organisation has premises, material or property that requires cleaning or immediate repairs to continue operating (as a direct result of the disaster), and / or
- organisation needs (as a direct result of the disaster) to hire or replace equipment to continue operating

Co-location

Note that separate grant applications for a Business and a Community Service Organisation *could* both be valid if it could be established that, despite being co-located, disruption to their ongoing operation is a consequence of damage to property or infrastructure that is distinct to each entity.

Ineligible Applications

Applications will be considered ineligible if they fail to provide all the eligibility information required; or they fail to address any of the assessment criteria or fail to submit the application on time; or are incomplete.

Charity or Not for Profit Status

A Not for Profit (NFP) organisation operates for its purpose and not for the profit or gain (either direct or indirect) of its individual members. NFP organisations fall within two broad categories:

- Charities
- other NFP organisations that are not charities, for example: Community Service Organisations such as sporting and recreational clubs and social and well-being organisations.

Charities must only have charitable purposes (as deemed by Australian law) for the public benefit, not be a government entity, individual or political party. Charities must register with the Australian Charities and Not-for-profits Commission (ACNC) before they can be endorsed by for tax concessions or apply for certain categories of deductible gift recipient (DGR) status.

Other NFP organisations routinely register for an Australian business number (ABN) in order to access various concessions and comply with its tax obligations. In addition to tax registrations, NFPs may need other licences, permits or registrations to operate. Community Service Organisations that do not have an ABN *may* be eligible for a payment from the Premier's Natural Disaster Recovery Fund if all other eligibility criteria are met.

How to Apply

Applications are submitted online through WACOSS SmartyGrants.

<https://wacoss.smartygrants.com.au/>

If you have access requirements, please reach out using the contact information provided at the end of this document so we can support you.

False and Misleading Information

Applicants should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*.

Conflict of Interest

A conflict of interest arises where a person decides or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interest (financial or non-financial) or material personal associations.

All persons involved in the assessment of applications will be required to make a conflict of interest declaration which will ensure the appropriate identification and management of any conflicts of interest and comply with relevant WACOSS policy.

Application Assessment

The assessment criteria listed in these guidelines will be used to determine eligibility for this scheme. Applications meeting the assessment criteria are likely to be approved. WACOSS reserves the right to independently verify information that is relevant to eligibility.

Payments Available

The standard grant award is \$5000.

Assessment Timeframe

Please be assured we are working hard to assess applications and thank you for your patience.

You will be contacted by a member of our team if any additional information is required, or to be notified whether your application has been approved or declined.

We will respond to any enquiries within 3 business days.

Right of Appeal

An applicant can appeal the funding decision within 30 days of notification that their application was unsuccessful. In doing so, the applicant is required to set out clearly why they believe the decision to decline their application is incorrect. The review will be undertaken by an officer independent of the original assessment. Appeals should be directed to: grants-pndrf@wacoss.org.au

Personal Information and Disclosure of Information in Application

WACOSS may collect personal information from applicants for the purposes of administration, evaluation and assessment of an application. If the relevant personal information is not provided by applicants, WACOSS will be unable to assess the application and it will be declined.

Personal information may be disclosed to other Western Australian Government agencies, provided disclosure is consistent with relevant laws, including the *Privacy Act 1988*. Personal information will be used and stored in accordance with the Privacy Principles.

WACOSS' Privacy Policy is available on the WACOSS website. Applicants may contact WACOSS about their personal information or to make a complaint.

Fund Evaluation

Successful applicants may be asked to provide information to assist in the evaluation of the fund.

Complaints Handling Process

An applicant who is dissatisfied with WACOSS' handling of an application may lodge a complaint by emailing: grants-pndrf@wacoss.org.au

The complaint will be considered internally by a WACOSS officer who is independent from the original process. The applicant will receive a response from WACOSS within 3 business days.

Cost Recovery

If WACOSS determines, following a review of the scheme, that:

- the applicant did not at the time of making of the application, or at the time of payment, satisfy the Eligibility Criteria under the Scheme
- there is insufficient evidence to verify that the applicant satisfied the Eligibility Criteria for a payment under the Scheme at the time of making of the application or at the time of payment; or
- the applicant made or provided any incomplete, false, misleading or deceptive representation or information.

WACOSS may in writing require the applicant to repay any payment or part thereof paid to the applicant within 30 days and the applicant must pay to WACOSS that required amount together with all costs incurred by the WACOSS arising from, or in connection with, recovery of that required amount. The obligation for an Applicant to repay a required amount to the WACOSS represents a debt due and payable by the Applicant to the WACOSS.

Taxation Implications

Applicants are advised that funding received from the fund may have taxation implications. If you have any concerns you should seek independent taxation and financial advice from a suitably qualified professional before submitting your application.

Definitions

For the purpose of these Guidelines, the following terms are defined as:

Senior Leader

For a community service, the Senior Leader may be the CEO, Chair of the Board, President, Managing Director or COO. For a small business, the Senior Leader may be the Owner, Founder, CEO or Managing Director, General Manager or COO.

Small Business

A commercial organisation that holds a valid and active ABN at the time of the event and employs fewer than 20 full time equivalent staff. That is, the sum total of all standard hours worked by all employees (whether full-time or part-time) is less than the number of standard hours which would be worked by 20 full time employees, as defined by the Australian Bureau of Statistics

Community Organisation

A locally relevant entity that exists to serve and engage with the local community. This could be a formal not-for-profit, a grassroots organisation or an informal volunteer network that has systems for managing activities and communications effectively and an established governance structure.

Operating

Servicing community over the period of the disaster event (i.e. not a temporarily closed or seasonal business not in operation over the period of the disaster event).

Located primarily

Has a premise within the natural disaster boundary area.

Direct service

A local small business or community organisation whose customers / clients are the local community or visitors to the local community (e.g. hairdresser, restaurant, hardware store, football club etc)

Eligible Natural Disaster

An event confirmed as activating this fund.

Further Information

For queries about the guidelines, deadlines, or completing the online application, please contact us via the below details.

Email: grants-pndrf@wacoss.org.au

Phone: 0492 889 432

Please contact us between 9am - 3pm, Monday to Friday and quote your submission number.