



QUEENSLAND RECONSTRUCTION AUTHORITY

get
ready
QUEENSLAND

Get Ready Queensland
2018-19 Guidelines

August 2018

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Section 1 – Program overview

1.1 Introduction

The Queensland Government established the Get Ready Queensland (GRQ) grants program to position Queensland as the most disaster resilient state in Australia. The program is an all-hazards, resilience building initiative incorporated under one brand.

In 2018-2019, \$2 million has been committed in grants for Queensland local governments to encourage local community participation and uptake of preparedness and resilience building initiatives.

The 2018-19 GRQ program is administered by the Queensland Reconstruction Authority (QRA) and all funding allocations to grant recipients are approved by the Minister responsible for the QRA.

Through GRQ, grant recipients are to demonstrate a commitment towards developing public/private partnerships that showcase an innovative approach to improving capability for enhancing resilience.

GRQ represents an opportunity to focus minds and efforts on achieving resilience-building activities from the ground up.

Funding for local governments will help facilitate locally-driven events and initiatives that cultivate individual and community aspects of preparedness and resilience.

1.2 Aim

The aim of the 2018-19 GRQ program is to help local governments engage their communities to help them better prepare for the storm season and build resilience against future disaster events.

1.3 Program objectives

The objectives of the 2018-19 GRQ program are to:

- engage all Queenslanders to understand their disaster risk and undertake necessary disaster preparedness activities
- unite all of the state's preparedness and resilience activities under a single brand
- help position Queensland as the most disaster resilient state in Australia.

1.4 Eligible recipients

The 2018-19 GRQ program applies to all Queensland councils and the Weipa Town Authority.

1.5 Funding details

The 2018-19 GRQ program funding total of \$2 million will be allocated to recipients following approval by the Minister responsible for the QRA.

The funding period is for the 2018-19 financial year (1 July 2018 to 30 June 2019).

Grant recipients must expend their GRQ funding allocation on activities completed within the 2018-19 financial year and cannot carry over their allocation to the following year.

1.6 Desired outcomes

GRQ funding must be directed towards activities that enhance community resilience and community knowledge of the requirements of disaster preparedness.

Community resilience can be defined as the ability of individuals, families, businesses and communities to prepare for effective response to and recovery from the human and social impacts of disaster events, with the ability to adapt to changed environments.

Activities that enhance community resilience also contribute to:

- community connectedness
- understanding risk and vulnerability
- planning and procedural preparation
- identification of climate adaptation opportunities and actions.

GRQ funded activities should:

- promote the 2018–19 GRQ program aims, objectives and overarching brand
- contribute to the key objectives and outcomes of the *Queensland Strategy for Disaster Resilience 2017*, available at www.qldreconstruction.org.au/QSDR.

The Strategy is Queensland’s framework for the continued delivery of programs and initiatives that help build safe, caring and connected communities, create jobs and a diverse economy and protect our precious natural environment.

The Strategy is underpinned by the following key objectives:

- **Queenslanders understand their disaster risk**
Outcome: Queenslanders have access to up-to-date risk information, are better informed and better prepared for disasters.
- **Strengthened disaster risk management**
Outcome: The understanding and practice of disaster risk reduction is integrated within and across all sectors.
- **Queenslanders are invested in disaster risk reduction**
Outcome: Queenslanders are engaged and invested in efforts to reduce exposure to disaster risk and build resilience.
- **There is continuous improvement in disaster preparedness, response and recovery**
Outcome: Enhanced disaster preparedness for effective response, recovery and adaptation to changed environments.

1.7 Get Ready Queensland branding

All disaster preparedness activities delivered using 2018-19 GRQ Program funding must use the GRQ name, logo and branding, in accordance with the program’s branding guidelines at www.qldreconstruction.org.au/get-ready-qld-for-councils.

This includes, but is not limited to, any programs and community activities and/or awareness campaigns and promotional or printed materials, such as, posters, signs, and plaques produced with 2018–19 GRQ program funding.

1.8 Templates and forms

The GRQ 2018-19 program guidelines, plan of activities and funding acquittal forms will be provided by the QRA.

The QRA will also provide the terms and conditions of funding (Funding Agreement) direct to the grant recipient.

1.9 Further information

For more information contact the QRA's Get Ready team:

Phone: **(07) 3008 7206**

Email: **getreadyqld@qld.gov.au**.

Further information is available on the GRQ website: **www.getready.qld.gov.au** or on the QRA website at **www.qldreconstruction.org.au/get-ready-qld-for-councils**.

Section 2 – Eligibility

2.1 Suggested eligible activities and expenditure

GRQ expenditure can be associated with the following activities:

Resilience technology

- Disaster dashboards, SMS Alert programs or other technology-based activities that assist in disaster preparedness.

Community engagement

- Local community engagement activities such as information sessions and emergency service expos.
- Neighbourhood awareness activities such as localised guides to disaster preparedness.
- The encouragement and facilitation of greater networks and partnering relationships with targeted community groups, other local councils, council regions and associations to achieve improved disaster management response capability within the area.

Marketing and advertising

- Local and regional advertising costs that highlight local disaster risks and contact information for local disaster preparedness. Examples are television, radio, newspaper, social media, online and magazine advertisements.
- Literature for distribution to residents and business owners, which instructs and informs on disaster preparedness tasks.

Minor equipment and community infrastructure

- Minor equipment purchase that supports communities to prepare and respond to disaster events including community education programs on the use of equipment.

(This does not include ongoing maintenance and operational use of equipment, or equipment that does not specifically relate to the 2018-19 GRQ program desired outcomes.)

Community preparation

- Large scale community clean ups that involve the public and provide information on preparedness. For example, a community clean-up day or working bee.
- Activities and events that contribute to stronger communities while sharing knowledge and experience in the context of disaster preparedness. An example of this would be a neighbourhood working bee to clear at risk foliage or clean out gutters.

Business continuity

- Business activities, such as, disaster preparedness seminars, post-disaster seminars, business continuity planning, business fact sheets and kits.

Education activities

- Educational activities conducted in schools on disaster preparedness, such as curriculum based programs.

Diverse community activities

- Activities and programs that directly target, for example: culturally and linguistically diverse (CALD); Aboriginal and Torres Strait Islanders; and/or remote members of the community.

Staffing costs

- Staffing costs may be included as part of a project that is specifically related to the 2018-19 GRQ Program desired outcomes and is project specific. For example:
 - a temporary council staff member to project manage a Get Ready regional community expo presenting an educational message during the event, and/ or
 - a temporary staff member to project manage a Get Ready educational roadshow across the region presenting awareness and education on preparedness and resilience.

(This excludes staffing costs for community clean-ups and operational staff used to manage the grant funding.)

Other eligible activities

- Should there be an activity that could be considered eligible but not listed above, please contact the GRQ team.

2.2 Ineligible expenditure

Ineligible expenditure includes:

- expenditure not associated with the delivery of 2018–19 GRQ activities or those that do not support the goals of the *Queensland Strategy for Disaster Resilience 2017*
- expenditure on activities delivered outside the 2018-19 financial year
- expenditure on council core services and operations
- payment of staff wages and equipment in relation to community clean-ups
- expenditure on infrastructure and equipment involved in organising operational requirements of community events and activities that do not meet the desired outcomes
- expenditure on infrastructure and equipment associated with government and community assets e.g. shelters.

Section 3 – General funding conditions

3.1 Approved Funding payment

- 3.1.1 The QRA agrees to pay the Organisation the Approved Funding as detailed in the formal written advice of funding approval (Approval Advice):
- a) first payment (90%) upon receipt of the Organisation’s acceptance of the Project Funding Schedule and approval of the Organisation’s plan of activities for the 2018-19 GRQ program
 - b) final payment (10%) upon receipt of the Organisation’s 2018-19 final acquittal documentation, due to the QRA on or before 30 September 2019.
- 3.1.2 Subject to the terms of the Project Funding Schedule, the Organisation agrees to meet all associated costs over and above the Approved Funding.
- 3.1.3 The Approved Funding amount will not exceed the total amount detailed in the Approval Advice.
- 3.1.3 Payments will be paid by electronic transfer, with payment subject to the Organisation advising relevant bank account details to the QRA.
- 3.1.4 The Organisation agrees to return any unspent funding for the financial year, or an agreed proportion of the Approved Funding, to the QRA if the conditions outlined in the Project Funding Schedule and the GRQ 2018-19 Guidelines are not met to the satisfaction of the QRA.

3.2 Acknowledgement requirements

- 3.2.1 The Organisation agrees to, at the Organisation’s cost, recognise the contribution of the State of Queensland as set out in the acknowledgement guidelines on the QRA’s website at www.qldreconstruction.org.au/get-ready-qlld-for-councils
- 3.2.2 The Organisation agrees to recognise the GRQ program through the Organisation’s social media accounts by proactively arranging photographs and social media posts of the Organisation’s GRQ activities and initiatives, applying the social media hashtag and tagging the Get Ready Queensland social media accounts
- Twitter – @GetReadyQld or #GetReadyQueensland
 - Facebook – @GetReadyQueensland or #GetReadyQueensland

3.3 Buy local

- 3.3.1 The Organisation acknowledges the Approved Funding is provided for the public benefit, which includes supporting greater employment opportunities for members of the local community.
- 3.3.2 When conducting procurement processes, the Organisation agrees to use its best endeavours to ensure that competitive local firms (that comply with relevant legislation) are given a full, fair and reasonable opportunity. For larger, more complex purchases, ‘local’ may be interpreted as the whole of Queensland.

3.4 Approved Project acquittal and reporting

- 3.3.3 The Organisation must provide a list of planned activities or initiatives to be undertaken for the 2018–19 GRQ program via the Plan of Activities form.
- 3.3.4 The Organisation must accept the terms and conditions of the Approved Funding by returning a signed copy of the Project Funding Schedule, emailed to **getreadyqld@qld.gov.au** along with the Plan of Activities within 30 days of receiving the agreement.
- 3.3.5 The Organisation must acquit its 2018-19 GRQ funding by 30 September 2019, by providing the QRA with:
- Certificate of Expenditure and final report, and if requested, a detailed transaction general ledger report to support claimed expenditure emailed to: **getreadyqld@qld.gov.au**
 - Verification the Approved Project complies with all relevant legislation affecting the purpose, use and benefit to the community and has achieved the objectives of the Funding Program
 - Verification the Approved Funding has been used for the public benefit
 - Verification all the conditions of the Funding Agreement have been met.

Section 4 - Glossary

Term	Definition
Approval advice	the letter from the Chief Executive Officer of the QRA advising the project/s is/are approved and providing details of the approved grant allocation for the Approved Project/s
Approved Funding	The allocation of 2018-19 GRQ Program funding to the Organisation as approved by the Minister responsible for the QRA
Funding Agreement	the standard terms and conditions under which the QRA will offer and the Organisation will accept the Approved Funding
GRQ	Get Ready Queensland grants program
Organisation	the funding recipient
QRA	Queensland Reconstruction Authority, the Queensland Government statutory authority responsible for administering the GRQ program



For more information

 www.qldreconstruction.org.au

 info@qldra.org.au

 1800 110 841