QUEENSLAND RECONSTRUCTION AUTHORITY

get
ready
QUEENSLAND

Get Ready Queensland

2019-20 Guidelines

April 2019

Queensland
Government

Contents

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 a single, overarching brand.

In 2019–20, $2 million in grants have been committed to Queensland local governments to facilitate locally-driven events and initiatives that cultivate individual and community participation and understanding of disaster preparedness and resilience.

The 2019–20 GRQ program is administered by the Queensland Reconstruction Authority (QRA), with all funding allocations to grant recipients approved by the Minister responsible for 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.

1.2   Aim

The aim of the 2019–20 GRQ program is to assist local governments in engaging 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 2019–20 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 an overarching brand
- help position Queensland as the most disaster resilient state in Australia.

1.4   Eligible recipients

The 2019–20 GRQ program applies to all Queensland councils and the Weipa Town Authority.

1.5   Funding details

The 2019–20 GRQ program funding of $2 million will be allocated to recipients following approval by the Minister responsible for QRA.

The funding period is for the 2019-20 financial year (1 July 2019 to 30 June 2020).

Grant recipients must expend their GRQ funding allocation on activities completed within the 2019–20 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 must:

- promote the 2019–20 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.qra.qld.gov.au/sites/default/files/2018-10/queensland_strategy_for_disaster_resilience_2017_0.pdf**

   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 2019–20 GRQ program grants must use the GRQ name, logo and branding in accordance with the program's branding guidelines at **www.qra.qld.gov.au/funding/get-ready-queensland-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 2019–20 GRQ program funding.

1.8 Templates and forms

The GRQ 2019–20 program guidelines, plan of activities and funding acquittal forms will be provided by QRA.

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 QRA's Get Ready team:

Phone: **3008 7233**

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

Further information is available on the GRQ website: **getready.qld.gov.au**
or on QRA website: **www.qra.qld.gov.au**

Section 2 – Eligibility

2.1 Suggested eligible activities and expenditure

GRQ expenditure should be used in delivery of activities that relate to the desired outcomes of 2019–20 GRQ program. The following list provides some guidance to the type of activities that GRQ can fund:

Resilience technology

- Disaster dashboards, SMS alert systems 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 governments, 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 and community education programs on the use of equipment that supports communities to prepare and respond to disaster events.
- Activities that are essential to the function of emergency services in response to disaster events.

Community preparation

- Large scale community clean-ups that involve the public and provide information on preparedness. For example, a community pre-storm season 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. For example, 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 diversity groups in the community. For example, culturally and linguistically diverse; Aboriginal and Torres Strait Islanders; seniors; disabled 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 2019–20 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 2019–20 GRQ activities
- or those that do not support the key objectives and outcomes of the *Queensland Strategy for Disaster Resilience 2017*
- expenditure on activities delivered outside the 2019–20 financial year
- expenditure on council core services and operations
- ongoing operation and maintenance costs of infrastructure or equipment
- payment of staff wages and equipment in relation to community clean-ups
- expenditure on infrastructure and equipment for 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
- expenditure on ongoing maintenance and operational use of equipment that does not meet desired outcomes.

Section 3 – General funding conditions

3.1   Approved Funding payment

3.1.1   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 Funding Agreement and approval of the Organisation's plan of activities for the 2019-20 GRQ program

b) final payment (10%) upon receipt of the Organisation's 2019–20 final acquittal documentation, due to QRA on or before 30 September 2020.

3.1.2   Subject to the terms of the Funding Agreement, 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 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 QRA if the conditions outlined in the Funding Agreement and the GRQ 2019–20 Guidelines are not met to the satisfaction of 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 QRA's website: **www.qldreconstruction.org.au/get-ready-qld-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   #GetReadyQueensland**

- Facebook – **@GetReadyQueensland   #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

3.4.1   The Organisation must provide a list of planned activities or initiatives to be undertaken for the 2019−20 GRQ program on the Plan of Activities Form, emailed to getreadyqld@qld.gov.au.

3.4.2   QRA will provide a Funding Agreement within 30 days of receiving the Organisation's planned activities.

3.4.3   The Organisation must accept the terms and conditions of the Approved Funding by returning a signed copy of the Funding Agreement, emailed to getreadyqld@qld.gov.au within 30 days of receiving the agreement.

3.4.4   The Organisation must acquit its 2019−20 GRQ funding by 30 September 2020, by providing QRA with:

   a)   Certificate of Expenditure and final report, and a detailed transaction general ledger report to support claimed expenditure emailed to: getreadyqld@qld.gov.au

   b)   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

   c)   verification the Approved Funding has been used for the public benefit

   d)   verification all the conditions of the Funding Agreement have been met

   e)   Examples of completed activities funded (e.g. photographs of events, collateral, videos produced etc).

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 2019-20 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 State government statutory authority responsible for administering the GRQ program.

For more information

w www.qra.qld.gov.au

e info@qra.qld.gov.au

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