



QUEENSLAND RECONSTRUCTION AUTHORITY

2018-19 Resilience Funding Guidelines

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Further copies are available upon request to:

Queensland Reconstruction Authority
 PO Box 15428
 City East QLD 4002
 Phone (07) 3008 7200
QDRF@qra.qld.gov.au
www.qra.qld.gov.au

Contact for enquiries:

All enquiries regarding this document should be directed to:

Queensland Reconstruction Authority
 Phone (07) 3008 7200
 Email QDRF@qra.qld.gov.au

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1. Introduction

The *2018-19 Resilience Funding Guidelines* detail the funding available to support local governments, state agencies and non-government organisations to deliver resilience and mitigation projects.

The Queensland Disaster Resilience Fund (QDRF) is a Queensland Government commitment of \$38 million over four (4) years commencing 2018-19, with \$9.5 million available in the first round of funding in 2018–19. The QDRF will be administered by the Queensland Reconstruction Authority (QRA) under the *2018–19 Resilience Funding Guidelines*.

Further to the QDRF, an additional \$1.15 million may be available under the Australian Government funded Prepared Communities Fund (PCF), as part of the Preparing Australia Package, for eligible projects submitted in the first round of the QDRF.

These Guidelines have been developed in line with the [Queensland Disaster Resilience and Mitigation Investment Framework \(QDRMIF\)](#) and should be read in conjunction with the:

- [Queensland Strategy for Disaster Resilience](#)
- [Queensland State Natural Hazards Risk Assessment](#).

2. Objectives

The 2018-19 Resilience Funding objectives are to support delivery of projects that:

- are cost effective and evidence based
- align with the [Queensland Strategy for Disaster Resilience \(QSDR\)](#) objectives:
 - Queenslanders understand their disaster risk
 - Strengthened disaster risk management
 - Queenslanders are invested in disaster risk reduction
 - Continuous improvement in disaster preparedness, response and recovery
- address identified state-risk priorities (including risks under the [Queensland State Natural Hazard Risk Assessment 2017](#)).

3. Key dates for the 2018–19 Resilience Funding

Applications open	26 February 2019
Applications close	18 April 2019
Project approvals	30 June 2019
All projects completed	30 June 2021
Lodgement of complete acquittal documentation to QRA	30 September 2021

4. Funding

A total of \$9.5 million in Queensland Government funding is available under the QDRF 2018-19, and further to the QDRF, an additional \$1.15 million may be available under the Australian Government funded Prepared Communities Fund (PCF) for eligible projects submitted in the first round of the QDRF.

Eligible applicants may submit one or more funding applications under these Guidelines. Eligible applicants need not identify the funding program within their application, as this will be determined during the assessment process, and assigned accordingly.

Projects approved under these Guidelines will be allocated funding up to \$2 million, as a subsidy towards the eligible project costs, with all applicants expected to make a financial contribution towards the eligible project costs. Eligible applicants demonstrating a limited capacity to self-fund a project, may be considered for a higher funding percentage. In exceptional circumstances, other *conditions* may be considered for a project.

5. Eligible timeframes

All projects approved under these Guidelines:

- must be completed within two (2) years, by no later than 30 June 2021
- lodge complete acquittal documentation to QRA within three (3) months of completion, and not later than 30 September 2021.

Where unforeseen circumstances result in a delay to the delivery of the approved project, the applicant may request an extension of time, outlining the actions taken to minimise the impact of the unforeseen circumstance and the proposed adjusted project plan and milestones.

Extensions of time are only considered in exceptional circumstances.

6. Eligible applicants

Eligible applicants include:

- local government bodies constituted under the *Local Government Act 2009* or the *City of Brisbane Act 2010*
- Regional Organisations of Councils
- Regional Natural Resource Management (NRM) bodies
- River Improvement Trusts
- Queensland Government departments and agencies
- incorporated non-government organisations (including volunteer groups)
- Queensland-based not-for-profit organisations.

Collaborative projects are encouraged and may be lodged as a joint application between eligible applicants. An eligible applicant may also submit a joint application made with an ineligible applicant. Joint applications require one applicant to nominate as the lead applicant.

The lead applicant must be an eligible applicant, and will be responsible for the project from lodgement through delivery, reporting and acquittal.

7. Eligible projects

To be considered for funding, projects must meet the program objectives and assessment criteria.

Examples of the types of projects that may be considered under the QDRF are listed below.

Infrastructure projects

Eligible infrastructure projects that improve resilience and functionality of at-risk infrastructure or communities, may include but are not limited to:

- upgrading or replacing existing assets such as:
 - transport assets including roads, bridges, culverts, floodways and causeways
 - drainage management pump stations, stormwater systems and major drains
 - weather warning and monitoring systems (e.g. weather stations in high risk bushfire areas, storm tide warning systems, river height monitoring, flood and rain gauges).
- planning and designing of infrastructure for the primary purpose of community resilience
- constructing new, or upgrade existing shelters, evacuation centres and places of refuge (e.g. for protection against cyclones and/or bushfires)
- constructing new natural hazard mitigation infrastructure (e.g. levees, detention basins, floodgates, backflow prevention devices, diversion channels and storm surge protection)
- constructing new or upgrading existing fire trails and associated measures.

Non-infrastructure projects

Examples of non-infrastructure projects aimed at improving Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery, include but are not limited to:

- natural hazard risk assessments and studies
- research and / or development projects
- development of evacuation plans
- development of regional-scale resilience strategies to address natural hazard risk in the area
- community preparedness, education and training programs
- appointment of community or regional resilience officers to address the identified need
- capacity building programs for local volunteers
- research/studies to identify and address bushfire mitigation priorities across the state
- flood modelling and mapping, and flood risk management studies and plans
- purchase of disaster management equipment (e.g. generators, portable communications kits, lighting towers and frequency radios)
- bushfire related fuel reduction activities (e.g. slashing and burning)
- recovery capability and/or resilience building programs.

8. Ineligible projects

Examples of ineligible projects include, but are not limited to:

- projects that have already commenced or are already complete
- purchase of an asset or works to an asset that will not be owned and/or controlled by an eligible applicant
- purchase of land or buildings (e.g. land buy-back schemes)
- works constructed on land that is not owned or controlled by an eligible applicant, except where it has permission to construct on government-owned land and where the applicant has demonstrated that it has tenure over the land (Note: the applicant must demonstrate it has tenure over the land)
- projects of a commercial nature for the applicant or any partner applicant.

9. Eligible costs

Eligible project costs are those costs directly associated with delivery of the project, for example:

- costs associated with the delivery of training and education programs, such as:
 - facilities hire
 - planning and facilitation
 - design and publication of materials
 - advertising such as radio, print media and billboard space
- construction costs including:
 - all site works required as part of the construction
 - construction-related labour, materials and equipment hire
- detailed design, e.g. production of Final or Tender Design drawings and/or specifications
- costs of conducting a tender for the proposed project
- project management costs including remuneration of technical, professional and/or staff for time directly related to managing the construction or delivery of the proposed project.

10. Ineligible costs

Examples of ineligible project costs are:

- in-kind contributions
- core business of the applicant/any joint applicant
- legal costs
- house raising or relocation
- land acquisition costs
- catering and official opening expenses (excluding permanent signage)
- purchase of core business capital equipment such as motor vehicles and office equipment
- vehicle and office equipment leasing, unless directly related to the delivery of the project
- remuneration of executive officers
- remuneration of employees for work not directly related to the project
- costs of pre-planning activities, including application preparation, pre-construction costs, that commence prior to the execution of an approved project funding schedule, unless prior agreement has been reached with QRA to incur such costs
- duplication of existing initiatives, for example costs already approved through other funding streams
- statutory fees and charges, and any costs associated with obtaining regulatory and/or development approvals
- costs of internal furnishings and supplies
- costs of temporary works, other than works required to enable completion of the proposed project
- ongoing costs for administration, operation, maintenance or management
- unsupported costs, including on-cost charges.

The above lists identify the most common examples and are not intended to be prescriptive or comprehensive. If there is any doubt about eligibility, please contact QRA.

11. Project budget

Funding applications must include a project budget detailing the Estimated Total Project Cost made up of eligible and ineligible costs, and other contributions. Eligible project costs are the total project costs of the project as detailed in the application, less any ineligible project costs and other funding contributions.

Successful applicants will be responsible for all ineligible costs, and any actual costs incurred over and above the approved funding.

12. Applying for funding

To apply for funding under these Guidelines:

1. Download the 2018-19 Resilience Funding Application Form available on QRA's website at www.qra.qld.gov.au/qdrf
2. Prepare a separate Application Form for each proposed project
3. Collate and reference all supporting documents ready for lodgement
4. Print Application Form for signing by the Accountable Officer
5. Lodge application by emailing the following to submissions@qra.qld.gov.au (one email for each project Application Form)
 - a. Completed Application Form (electronic Excel file)
 - b. Scanned signed copy of the Application Form (PDF format)
 - c. Project Plan
 - d. All required supporting documents, referenced in the Application Form.

Further information may be requested from the applicant during assessment.

For assistance with the Application Form or lodging applications with large supporting documents:

- email QDRF@gra.qld.gov.au
- phone (07) 3008 7232 or
- contact your QRA Regional Liaison Officer (RLO) where applicable.

13. Assessment criteria

All applications will be assessed against the Objectives and the following criteria.

i) Alignment to the Queensland Strategy for Disaster Resilience

Applications must identify and demonstrate project alignment with one of the following QSDR objectives:

1. Queenslanders understand their disaster risk
2. Strengthened disaster risk management
3. Queenslanders are invested in disaster risk reduction
4. Continuous improvement in disaster preparedness, response and recovery.

ii) Issue identification

Applications must detail:

- the identified hazard risk, need or vulnerability (issue) to be addressed by the project,
- how the issue was identified, e.g. [Queensland State Natural Hazard Risk Assessment 2017](#) or appropriate independent research and
- how, and the extent to which the project will address the identified issue.

iii) Financial soundness and value for money

Applicants must include an evaluation of the project costs and benefits (qualitative and quantitative) in mitigating the identified issue and building resilience.

This includes an appropriate financial analysis including consideration of the following:

- whole-of-life costs, if applicable (e.g. ongoing operation and maintenance)
- return on investment in mitigation and resilience
- avoided costs
- qualitative consideration (e.g. social, environmental and health impact and benefits).

iv) Evidence based

All projects must be evidenced based, and applications must detail the investigation, research and/or consultation used to identify and address the issue, and inform and measure the effectiveness of the project.

Evidence may include:

- risk assessments
- flood risk management study or plan
- flood study
- research on number of affected people, properties, households, essential public assets, evacuation routes
- community consultation (e.g. survey results and letters of support)
- partnership or cross-agency/organisation collaboration or consultation
- regional or catchment-based considerations, research or consultation
- visual evidence supporting the need for the proposed project (e.g. photos)
- preliminary designs, drawings, etc. (for infrastructure projects)
- other research, evidence and consultation outcomes and reports
- reference to relevant sections or recommendations (e.g. *Cyclone Debbie Review* (IGEM 2017), *Queensland Flood Commission of Inquiry* (Interim or Final report), *Building resilience to natural disasters in our states and territories* (Deloitte).

All flood mitigation infrastructure project applications must demonstrate a regional or catchment-based approach and must be supported by a flood study and/or a flood risk management study.

v) Community benefits

Applications must articulate both the immediate and ongoing benefits and value of the project to the community in building disaster resilience. For example:

- Community education benefits – e.g. the immediate and ongoing benefits of the project to the community or target group/s including how the project has and will continue to build community capacity, improve disaster risk awareness, minimise displacement and/or to increase capability to recover from a disaster
- Social, cultural, health and environmental benefits
- Building capacity and disaster resilience in delivery of services and/or infrastructure.

vi) Other considerations

The assessment of applications also consider:

- **innovation** – demonstrated innovative solutions to address disaster resilience and mitigation issues, e.g. new methods, approaches or technologies.
- **demonstrated capacity** to deliver the project within budget and allowable time limit.
- **readiness** – project is ready for commencement, e.g. ‘shovel-ready’
- **collaboration** – the proposed project demonstrates a partnership approach and/or collaboration and engagement with other organisations and the community
- **regional and holistic approach** – demonstration of a regional and holistic approach to resilience (e.g. catchment approach and/or multi-disciplinary involvement)
- **financial contribution** – the level of the applicant’s financial contribution to the project, or their demonstration of limited capacity to self-fund a project.

14. Project plan

All applications must include a project plan. The project plan should include as a minimum:

- a. Project title
- b. Project description, including objectives and resilience outcomes
- c. Scope of works
- d. Project Schedule – Project timeframes, clear milestones and deliverables
- e. Detailed project budget
- f. Project risks.

The level of detail required within the project plan is contingent on the complexity of the project. For example, a project plan for the purchase of a generator may only detail purchase, delivery and commissioning dates, whereas a schedule for the construction of new infrastructure may include multiple milestones through procurement, delivery and commissioning.

Successful applicants will be required to report against the project plan throughout delivery.

15. Assessment and approvals

All applicants will be advised of the assessment outcome.

QRA's Chief Executive Officer will approve applications, following endorsement by the Minister responsible for the QRA.

2018-19 Resilience Funding allocations are approved as a capped amount, and successful applicants are responsible for any expenditure over and above the approved eligible amount.

16. Progress reporting and payments

It is a condition of funding that all successful applicants provide monthly reports to QRA, reporting on progress against the project milestones until the project is acquitted. Progress reports should provide reasons for variances to milestones, timeframes and deliverables reported in the applicant's project plan.

Progress reports are to be prepared in the template that will be supplied, and lodged via email or through QRA's Form 9 reporting portal.

Once actual expenditure has exceeded the initial advance, applicants can progressively claim expenditure incurred up to 90 per cent of the approved capped funding amount. Claims for payment must be lodged with a progress report and a detailed general ledger / transaction report, demonstrating the actual expenditure reported against the total approved project amount.

17. Project acquittal

All projects must be completed and lodged to QRA within the eligible timeframes.

Project acquittal reports must be provided in the template that will be supplied, and include:

- final progress report
- detailed general ledger / detailed transaction report supporting the total eligible project cost:
 - expenditure claimed against the approved funding amount
 - the applicant's contribution.
- Project evaluation report (e.g. for infrastructure projects, include photos of completed works; for non-infrastructure projects, include details of project outcomes).

Where final actual expenditure is less than the approved eligible amount, the final funding amount and applicant's contribution will be adjusted proportionately to reflect the original funding split.

Following assessment and approval, the final eligible expenditure up to the capped approved amount will be paid to the applicant.

18. Governance

i) Acknowledgement of Queensland and/or Commonwealth Government assistance

Funding recipients must acknowledge the relevant Queensland and/or Commonwealth Government funding contributions. This must be undertaken by applicants and includes, but is not limited to:

- media releases regarding the approved project
- acknowledgement or statements in project publications and materials
- events that utilise or include reference to the approved project
- plaques and signage at construction sites, or completed works

To comply with this requirement, all public advice and media releases should refer to the relevant approved funding assistance, as detailed in the approved project funding schedule.

Contact QRA for assistance and approval for any media releases via media@qra.qld.gov.au or phone 1800 110 841.

ii) Certification

All applications and documentation, including progress and acquittal reports, must be certified by the applicant's accountable officer in line with delegations.

iii) Goods and Services Tax (GST)

All amounts must be GST exclusive.

iv) Funding Agreements

It is a requirement that all recipients of funding administered by QRA enter into a head agreement with QRA. The head agreement is an overarching agreement covering all funding approved under QRA programs.

Where an applicant is successful in its application for funding, QRA will issue a project funding schedule which, when executed by both parties, will be considered a binding project funding agreement under the terms and conditions of the head agreement.

The project funding schedule will detail the terms and conditions specific to the approved funding, including reference to the Guidelines, funding type and amount, key date and milestone schedules, payment claim and reporting requirements, as per these Guidelines.

v) Procurement

The procurement of goods or services must be in accordance with the applicant's relevant purchasing or procurement policy. If expenditure is in breach of the applicant's policy, associated costs will be considered ineligible, and must be met by the applicant.

vi) Program reporting

In addition to monthly progress reporting on delivery of approved projects, all successful applicants are required to provide program level reporting to QRA, at regular intervals (up to four times per year), on estimated or actual expenditure by financial years through the duration of the applicant's program. Data is to be provided to QRA using the template that will be supplied, within the requested timeframe.

vii) Record keeping

All applicants must keep an accurate audit trail for seven years from the end of the financial year in which the approved project and expenditure is acquitted by the State and/or Commonwealth.

For assurance purposes, the State and/or Commonwealth may at any time, via QRA, request documentation from applicants to evidence the State's compliance with these Guidelines. This may include, but is not limited to access to project information, to confirm acquittal in accordance with these Guidelines.

viii) Assurance activities

Applicants may be required to provide documentation to support assurance activities, including, but not limited to:

- audit
- site inspections
- obtaining relevant documentary evidence to support assessment
- verification reviews on project outcomes.



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PO Box 15428

City East QLD 4002

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info@qra.qld.gov.au

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