



QUEENSLAND RECONSTRUCTION AUTHORITY

Resilience and Risk Reduction Funding Guidelines 2019-20

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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
QRRR@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 QRRR@qra.qld.gov.au

Contents

1.	Introduction.....	3
2.	Objectives.....	3
3.	Key dates for the 2019–20 fund	3
4.	Funding	3
5.	Eligible timeframes	4
6.	Eligible applicants.....	4
7.	Eligible initiatives	4
	Infrastructure projects.....	4
	Non-infrastructure projects	5
8.	Ineligible projects.....	5
9.	Eligible costs.....	6
10.	Ineligible costs	6
11.	Project budget	7
12.	Project plan	7
13.	Evidence based applications.....	7
14.	Applying for funding.....	8
15.	Assessment criteria	8
	i) Need identification (s. 3.1 of the application form)	9
	ii) Financial soundness and value for money (s.3.2 of the application form)	9
	iii) Socio-economic benefits and outcomes (s.3.3 of the application form).....	10
	iv) Collaboration/regional approach (s.3.4 of the application form).....	9
16.	Assessment outcome	10
17.	Progress reporting and payments	10
18.	Project acquittal.....	10
19.	Governance.....	11
	i) Acknowledgement of Queensland Government assistance	11
	ii) Certification	11
	iii) Goods and Services Tax (GST).....	11
	iv) Funding Agreements.....	11
	v) Procurement	12
	vi) Program reporting	12
	vii) Record keeping.....	12
	viii) Assurance activities	12

1. Introduction

The *Resilience and Risk Reduction Funding Guidelines 2019-20* (Guidelines) provide state agencies, local governments, non-government organisations and not-for-profit groups with information required to apply for funding administered by the QRA to deliver resilience and disaster risk reduction initiatives.

In May 2018 the Queensland Government made a commitment of \$38 million to be distributed in equal instalments over four (4) consecutive annual funding rounds for resilience. The first funding round was administered in 2018-19 by the Queensland Reconstruction Authority (QRA) under the Resilience Funding Guidelines 2018-19.

The Resilience and Risk Reduction Guidelines 2019-20 have been developed in line with the [Queensland Disaster Resilience and Mitigation Investment Framework \(QDRMIF\)](#) and the [National Guidance on Prioritisation](#), and should be read in conjunction with the:

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

2. Objectives

The objectives are to support projects that deliver disaster resilience and risk reduction outcomes for Queensland communities that:

- 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 risk priorities (including those assessed in the [Queensland State Natural Hazard Risk Assessment 2017](#))
- align with the priorities of the *National Disaster Risk Reduction Framework*

3. Key dates for the 2019–20 fund

Applications close	22 July 2020
All projects completed	By 30 June 2022
Lodgement of complete acquittal documentation	By 30 September 2022

4. Funding

Queensland Government funding is available under the second round of the fund in 2019-20.

Eligible applicants may submit one or more funding applications under these Guidelines.

Approved projects under these Guidelines will be allocated funding up to a maximum funding limit of \$2 million per project, as a subsidy towards eligible project costs.

All applicants are expected to make a financial contribution towards the eligible project costs. Eligible applicants demonstrating a limited capacity to self-fund the project may seek an exemption from this requirement for consideration during assessment of the project proposal.

Note: The percentage of applicant contribution, as well as the ability or limitations of the applicant to self-fund the project, will be taken into consideration in the assessment and prioritisation of projects for funding.

5. Eligible timeframes

All projects approved under these Guidelines:

- must be completed within two (2) years, by no later than 30 June 2022
- must have complete acquittal documentation lodged to QRA within three (3) months of completion, and not later than 30 September 2022.

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 as well as a proposed adjusted project plan and milestones.

Extensions of time are only considered in exceptional circumstances.

6. Eligible applicants

Eligible projects must deliver outcomes to Queensland communities. Priority will be given to Queensland-based applicants, including Queensland-based branches of national organisations. Eligible applicants include, but are not limited to:

- local government bodies constituted under the *Local Government Act 2009*; or the *City of Brisbane Act 2010*, and the Weipa Town Authority
- Regional Organisations of Councils
- Regional Natural Resource Management bodies
- River Improvement Trusts
- Water authorities and local water boards (Category 2 only)
- Queensland Government departments and agencies
- incorporated non-government organisations (including volunteer groups)
- 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 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 initiatives

To be considered for assessment, project applications must:

- be certified by an eligible applicant (see Section 6);
- include a project plan to a level that supports delivery of the proposed project (see Section 12); and
- identify initiatives that support the objectives of the program, noting that the definition of disaster is outlined under the *Queensland Disaster Management Act 2003*.

Examples of the types of projects that may be considered under these Guidelines are listed below:

Infrastructure projects

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

- upgrading 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 infrastructure for the primary purpose of community resilience or disaster risk reduction
- constructing new, or upgrading existing shelters, evacuation centres and places of refuge (e.g. for protection against cyclones and/or bushfires)
- constructing new natural hazard mitigation infrastructure that reduces/mitigates against disaster risk (e.g. detention basins, floodgates, backflow prevention devices, diversion channels and storm surge protection)
- constructing new or upgrading existing fire trails and associated measures.

All funding applications for infrastructure projects need to consider ongoing operation and maintenance after completion (i.e. instalment or construction) of the proposed project.

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 and emergency action plans
- development of regional-scale resilience/risk reduction strategies to address/mitigate 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
- project not undertaken in Queensland and not benefitting Queensland communities
- 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
- 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 additional technical and professional staff for time directly related to managing the construction or delivery of the proposed project (does not include ordinary wages).

10. Ineligible costs

Examples of ineligible project costs are:

- in-kind contributions
- core business of the applicant/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 existing employees for work not directly related to the project
- costs of pre-planning activities, including application preparation, pre-construction costs, and 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. Please contact QRA for eligibility advice.

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 in-kind and financial contributions.

Eligible project costs are the total project costs of the project as detailed in the application, less any ineligible project costs and other in-kind and financial contributions. Successful applicants will be responsible for all ineligible costs, and any actual costs incurred over and above the approved funding.

12. Project plan

All applications must include a project plan.

The project plan should include at a minimum:

- a. Project title
- b. Project description, including objectives and resilience/disaster risk reduction outcomes
- c. Scope of works
- d. Project schedule – Project timeframes, clear milestones and deliverables
- e. Detailed project budget
- f. Project risks
- g. How project outcomes will be evaluated.

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.

13. Evidence based applications

All projects must be evidenced based, and applications must detail the investigation, research and/or consultation used to identify the need for this 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 following a review

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.

14. Applying for funding

To apply for resilience and risk reduction funding:

(a) Local governments and Queensland Government departments and agencies with access to MARS:

- Ensure your [MARS Portal](#) access has been set up. Refer to the MARS Portal user access form [QRA website](#) to request if access is needed.
- Select event - Queensland Resilience and Risk Reduction Funding, 2019-2020 and select submission type – QRRRF 2019-20
- Please include whether projects are “infrastructure” or “non-infrastructure” in the submission description.
- Manually add new line items including:
 - program expenditure
 - project start/end dates
- Lodge the submission and all supporting documents via the [MARS Portal](#)
- List of supporting documents includes:
 - 2019-20 QRRRF application form (this cannot be uploaded into MARS)
 - Project budget
 - Project plan
 - Evidence outlining the need for the project (refer Section 13 Resilience and Risk Reduction Funding Guidelines 2019-20)
- For assistance in completing the submission please contact your Regional Liaison Officer (RLO)
- Alternatively detailed submissions can be sent to the submissions inbox: submissions@qra.qld.gov.au using the 2019-20 QRRRF application form, along with supporting documents.

Learn more about the MARS Portal and how to request access on the [MARS information page](#).

(b) Not-for-profit organisations, Regional Organisations of Councils, River Improvement Trusts, Water authorities and local water boards (Category 2 only) and incorporated non-government organisations (including volunteer groups)

- Download a copy of the 2019-20 Resilience and Risk Reduction Funding application form on the QRA website (<https://www.qra.qld.gov.au/QRRRF>) or contact your RLO for a copy of the application form to complete.
- Send the completed application form, along with supporting documentation to submissions@qra.qld.gov.au.

Note: Maximum file size able to be received by e-mail is 25Mb. If application is over 25Mb, please send applications and/or supporting documents in more than one e-mail. For assistance with the Application Form or lodging applications with large supporting documents:

- email QRRR@qra.qld.gov.au or contact your RLO
- phone (07) 3008 7200

15. Assessment criteria

A funding application will only be assessed if:

- the application form is certified by an eligible applicant (see Section 6);
- the proposed project is eligible (see Section 7);
- the proposed project is evidence based (see Section 13)

- a project plan is included, which supports the delivery of the proposed project (see Section 12).

All funding applications that adhere to the four points above will be assessed against the following criteria using the Application Form and the Project Plan:

i) Need identification (s.3.1 of the application form)

Applications must detail:

- the identified need including how the project addresses;
 - socio-economic disruption (e.g. employment, commercial opportunities and community cohesion); and
 - environment and heritage disruption (e.g. impacts to flora, fauna and habitat and/or water, soil, air quality, cultural heritage or historical significance).
- how the need was identified, e.g. state and local plans or appropriate independent research
- how the project will address the hazard risk, need or vulnerability to either:
 - improve resilience and functionality of at-risk infrastructure or communities; and/or
 - improve Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery, and/or
 - reduce/mitigate disaster risk to Queensland communities or public infrastructure

ii) Financial soundness and value for money (s.3.2 of the application form)

Applicants must include a project budget detailing the project costs and benefits (qualitative and quantitative). This includes an appropriate cost benefit analysis which may include consideration of the following:

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

iii) Socio-economic benefits (s.3.3 of the application form)

Applications must articulate the immediate and ongoing benefits and value of the project to the community in building disaster resilience and/or improving Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery.

Benefits include:

- Community resilience:
 - Confidence in income stability enhances preparedness to consume and invest;
 - Increase in property and business values resulting from reduced damage and/or disruption; and
 - Physical and psychological benefit of living in a safe and stable environment, enabling positive long term planning
- Disaster risk reduction/mitigation:
 - improving public awareness of, and engagement on disaster risks and impacts
 - considering potential avoided loss (tangible and intangible) and broader benefits

- establishing proactive incentives, and addressing disincentives and barriers to reducing disaster risk
- Direct and indirect economic benefits:
 - Attractiveness for investment in immediate vicinity – government and private sector
 - Increase in commercial and industrial activity in the vicinity.
 - Increase in jobs created from new investment and/or average incomes from nature of new employment
 - Improved capacity of services in the area

iv) Collaboration/regional approach (s.3.4 of the application form)

Where relevant, applications should demonstrate;

- **Regional approach** - how the proposed project demonstrates a partnership approach and/or collaboration and engagement with other organisations and the community; and/or
- **Holistic approach** – demonstration of a holistic approach to resilience and/or risk reduction (e.g. catchment approach and/or multi-disciplinary involvement).

16. Assessment outcome

Applications are assessed by the QRA and then progressed to the Minister for endorsement. Following Ministerial endorsement, the QRA CEO approves successful projects and advises all applicants of outcomes.

2019/20 fund allocations are approved as a capped amount, and successful applicants are responsible for any expenditure over and above the approved eligible amount. Unspent funds will be returned to the State and may be reallocated to other resilience and risk reduction projects.

17. Progress reporting and payments

It is a condition of funding that all successful applicants provide monthly reports to QRA, with reporting on progress against the Project Plan milestones until the project is acquitted. Progress reports should provide reasons for variances to milestones, timeframes and deliverables that were outlined 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 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.

18. 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 project report, which includes the requirement to report on how the project has achieved community resilience and risk reduction outcomes.

- detailed general ledger / detailed transaction report supporting the total eligible project cost:
 - expenditure claimed against the approved funding amount
 - the applicant’s contribution.

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.

19. Governance

i) Acknowledgement of Queensland Government assistance

Funding recipients must acknowledge the relevant 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 use 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.

Note: If Australian government funding becomes available and is administered under these Guidelines, acknowledgement must include the Queensland and Commonwealth governments.

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.

For consistency and reporting purposes, all amounts provided in applications are requested in a GST exclusive format. This does not mean that GST portions of eligible project costs will not be funded. Generally, payments to successful applicants include GST components (where GST is applicable).

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.

Note: successful projects will receive an initial cash advance and, once actual expenditure exceeds this advance, applicants can progressively claim incurred expenditure up to 90 percent of the approved capped funding amount. Claims for additional expenditure are aligned to the monthly progress reports that the applicant provides to QRA. Generally, a proportion of 10 percent of the value of the approved capped funding amount will be provided upon final acquittal.

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 year 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
www.qra.qld.gov.au