



2022 Clean Up Grant Guidelines

This joint Australian Government and Queensland Government funding initiative is to assist with the clean up of local government areas impacted by the Central, Southern and Western Queensland Rainfall and flooding (10 November – 3 December 2021) (AGRN986), Ex-Tropical Cyclone Seth (29 December 2021 – 10 January 2022) (AGRN 998), South East Queensland (SEQ) Rainfall and Flooding, 22 February - 7 March 2022 (AGRN 1011) and the Southern Queensland Flooding, (6 May 2022 -20 May 2022) (ARGN1020) events.



Queensland Government



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Further copies are available upon request to:

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Table of Contents

PART A – OVERVIEW AND OBJECTIVES.....	4
Clean Up Grant	4
Introduction	4
Objectives	4
Timeframes	4
Funding	5
Eligible applicants	5
Eligible activities	5
Eligible costs	6
Ineligible activities	6
Ineligible costs	6
Purchase of new assets	6
PART B – APPLICATION PROCESS	7
How to apply	7
Assessment and approval	8
Progress reporting	8
Acquittal	8
PART C – GOVERNANCE AND ADMINISTRATIVE ARRANGEMENTS	8
Funding Agreement	8
Procurement	9
Record keeping	9
Extensions of time	9
Assurance activities	9
Certification	9
Goods and Services Tax (GST)	9
Insurance	9
Public acknowledgment of joint Australian Government and State Government assistance	9

PART A – OVERVIEW AND OBJECTIVES

Clean Up Grant

Funding program	Disaster Recovery Funding Arrangements (DRFA) Category D
Purpose	To assist state agencies and councils with the extraordinary costs for clean up activities to remove and dispose of flood-related debris
Available Funding	\$30 million
Eligible disaster events	Central, Southern and Western Queensland Rainfall and flooding (10 November – 3 December 2021) (AGRN986) Ex-Tropical Cyclone Seth (29 December 2021 – 10 January 2022) (AGRN 998) South East Queensland Rainfall and Flooding (22 February – 5 April 2022) (AGRN1011) Southern Queensland Flooding, (6 May 2022 -20 May 2022) (ARGN1020) Refer to the event activation summary on QRA's website
Administered by	Queensland Reconstruction Authority (QRA)
More information	Phone: (07) 3008 7200 Email: submissions@gra.qld.gov.au

Introduction

1. The **Clean Up Grant** is a component of a jointly funded, exceptional circumstances *Category D*, Australian and Queensland government (50:50) - funding package, approved under of the *Disaster Recovery Funding Arrangements (DRFA)*.

Objectives

2. The objectives of the **Clean Up Grant** are to:
 - a. assist eligible state government agencies and councils with the extraordinary cost of flood related debris clean up and disposal activities that are not eligible for funding under Category A and Category B of the DRFA
 - b. assist in ensuring public safety, community recovery, environmental health and environmental protection following this exceptional flood event.

Timeframes

Key dates

3. Eligible applicants are required to:
 - **Prepare submissions demonstrating** the proposed or actual scope of clean up and disposal activities relating to eligible flood debris, including the relevant estimated or actual costs; and
 - Lodge submissions to QRA for assessment
 - **Complete** all approved clean up and disposal activities **by 30 December 2022**

- Lodge all final acquittal reports to QRA by **30 September 2023**

Funding

4. A total of \$30 million in joint DRFA Category D funding is available under this initiative. Funding will be approved as a capped amount.
5. QRA may seek to reallocate funding across DRFA Category C and D packages, in consultation with the Australian Government.

Eligible applicants

1. Queensland State agencies and councils undertaking extraordinary flood debris clean up and disposal activities within local government areas (LGAs) activated for DRFA under Central, Southern and Western Queensland Rainfall and flooding (10 November – 3 December 2021) (AGRN986), Ex-Tropical Cyclone Seth (29 December 2021 – 10 January 2022) (AGRN 998), South East Queensland Rainfall and Flooding (22 February – 5 April 2022) (AGRN1011) and Southern Queensland Flooding, (6 May 2022 -20 May 2022) (ARGN1020)
6. Refer to the event activation summaries on [QRA's website](#).

Eligible activities

7. Eligible activities to clean up, remove and dispose of flood-related debris where:
 - a. the flood debris was caused by the eligible event and
 - b. the clean up and disposal activities are not eligible, or able to be funded under other DRFA relief measures (i.e. the activities are ineligible under Counter Disaster Operations (CDO), Emergency Works, Sport and Recreation Recovery Grants).

Examples of eligible activities

8. Activities related to the clean up, removal and disposal of eligible flood debris from the following:
 - a. businesses, commercial, agricultural and industrial areas (not eligible under CDO)
 - b. residential backyards (not eligible under CDO)
 - c. natural assets including national parks, marine parks, riparian, waterways, waterway banks, creeks, rivers, streams, mangroves and beaches (not eligible under REPA / Emergency works)
 - d. community, cultural and recreational assets and facilities (not eligible under CDO or Emergency works) including boardwalks, walkways, walking tracks, playgrounds, beach access points, picnic areas, car park facilities, and associated amenities and infrastructure.

Examples of flood related debris

9. Flood related debris displaced and carried by the floodwaters and removed from flood impacted locations above, for example:
 - a. flood damaged goods and stock from commercial and industrial areas
 - b. sheds, boats, caravans, containers
 - c. building materials and contents
 - d. pontoons, concrete and polystyrene structures, boats, caravans
 - e. chemical waste, hazardous materials
 - f. animal carcasses
 - g. green waste
 - h. rainwater tanks
 - i. structural remnants such as roofing, guttering, insulation
 - j. industrial and commercial debris e.g. car tyres, equipment, stock and stores

This list is not exhaustive, any queries on flood debris please contact your QRA Regional Liaison Officer (RLO).

Eligible costs

10. Eligible costs must be directly associated with delivery of approved eligible activities, including:
 - a. council day labour costs of staff to deliver eligible activities
 - b. extraordinary wages such as overtime and allowances, and costs associated with travel expenses, allowances and accommodation to undertake eligible activities
 - c. contractor costs to undertake specialist services required to access and remove debris (e.g. large heavy items from waterways, residential back yards)
 - d. inspection costs to gather data on location and extent of the flood debris
 - e. purchase of consumables used in undertaking the eligible activities (e.g. personal protection equipment)
 - f. transportation costs associated with removal and disposal of debris
 - g. establishing, managing and decommissioning temporary dumpsites for debris (where not eligible under CDO)
 - h. repair to assets damaged in undertaking eligible clean up activities (e.g. reinstating surfaces damaged due to temporary dumpsites e.g. re-seeding lawns)
 - i. local government internal plant and equipment hire rates and associated operating consumables (fuel, oil, grease, etc.) consumed while undertaking eligible activities
 - j. hire of additional plant and equipment, and operating associated operating consumables (fuel, oil, grease, etc.)
 - k. purchase of materials used for completing approved activities
 - l. project management costs proportionate with the funding amount sought including remuneration of temporary technical, professional and/or administrative staff for time directly related to scoping and managing delivery of the activities (excludes executive and overhead charges).
11. All expenditure lodged must comply with the applicant's financial and procurement policies, including the Queensland Government procurement guidelines.
12. If there are any queries about eligibility, please contact your QRA RLO.

Ineligible activities

13. Activities ineligible under this grant include:
 - a. rehabilitation, restoration or resilience activities to restore flood damaged natural or built assets
 - b. activities eligible for reimbursement under other funding sources, e.g. insurance, or other DRFA funding relief measures including CDO and Emergency Works.

Ineligible costs

14. Ineligible costs under this grant include:
 - a. non-specific indirect and overhead costs
 - b. legal costs
 - c. profit margins of applicant including (but not limited to) the applicant's supply or use of plant, labour or materials
 - d. costs that are reimbursable under other funding sources (e.g. business continuity and insurance, alternative DRFA relief measures, and costs recouped through sale of salvaged assets)
 - e. costs of works/activities completed prior to the eligible event

Purchase of new assets

15. The purchase of new assets to undertake eligible activities is generally ineligible (excluding purchase of low cost items up to \$500). However, where equipment is unable to be hired and must be purchased to meet operational requirements or it is less expensive to purchase, the

purchase price less the residual/depreciated value at the end of the operational use may be considered eligible.

16. Purchases will be assessed based on the information provided by the applicant.
17. Supporting information should include:
 - a. proof of purchase
 - b. operational imperative including priority and timeframe necessitating the purchase
 - c. evidence of inability to hire from within the local or district area
 - d. cost benefit rationale including a comparison of purchase cost against actual hire costs over a required timeframe, and the cost to transport hire equipment plus hire costs versus local purchase cost

residual value of the purchased asset, including warranty period extending beyond the eligible activities.

PART B – APPLICATION PROCESS

How to apply

To prepare submissions

18. Submission data and evidence requirements to meet the Guideline objectives and eligibility criteria.
 - a. Download the **Clean Up Grant application form** from QRA's website
 - b. Gather supporting data and evidence including:
 - Description of required clean up / disposal activities (what and why)
 - Photographic evidence (JPEG photos including EXIF metadata, including GPS coordinates and time/date taken) demonstrating the event related flood debris and required clean up and disposal activities
 - Other evidence supporting the extent of the flood debris and the need for the eligible activities
 - Location/s of eligible activities
 - Dates of eligible activities
 - Actual start and end date for activities already completed or
 - Proposed start and end dates for proposed activities not yet completed
 - Cost (Value (excluding GST)) linked to the claimed eligible activities
 - Estimated Cost - supported by quotation / invoice / bill of quantities)
 - Actual costs - supported by Detailed general ledger detailed transaction report and payroll report. Detailed evidence of transactions (e.g. invoices, timesheets, requisition orders) must be available for sampling by QRA.
 - c. Prepare submissions as *EITHER*:
 - Actual costs of completed eligible activities *OR*
 - Estimated costs of scope of eligible activities yet to be completed

To lodge a submission

19. Attach the following to an email:
 - a. Completed excel submission form
 - b. Matching scanned signed certification sheet (certified by the organisation's delegated officer)
 - c. Evidence supporting the submission activities and costs:
 - Photo evidence (JPEG photos including EXIF metadata, including GPS coordinates and time/date taken) supporting the need for the flood debris clean up and disposal activities detailed in the submission (before clean up, during and after where works are completed)
 - Other evidence such as media, video or reports supporting the submission

- **Actual costs** of completed activities, evidenced by detailed general ledger/ detailed transaction report, payroll report, invoices supporting the claimed costs
 - **Estimated costs** – Bill of quantity, quotations or invoices supporting the estimated costs of the proposed activities
- d. Lodge the above via email to submissions@qra.qld.gov.au, and cc your QRA RLO.

Assessment and approval

20. QRA will assess submissions and evidence against the Guideline objectives and eligibility criteria.
 21. Refer to **Error! Reference source not found.** section.

Progress reporting

22. **Submissions approved on Estimates** require monthly progress reporting throughout delivery, to ensure applicants update QRA on status of activities and works, dates and expenditure.
23. Monthly progress reports should detail:
- actual expenditure reported against the approved scope and approved capped amount (recommended value)
 - percentage of works completed
 - project milestones, start and finish dates
 - any variances in scope, cost or time
 - details of complementary works.
24. Once actual expenditure has exceeded the initial submission advance, applicants can progressively claim expenditure incurred up to 90 per cent of the approved capped value
25. Claims for expenditure are lodged with a progress report, a general ledger or transaction report (or similar financial document produced from the applicant's financial system) demonstrating the actual expenditure incurred against the Recommended Value of the approved activities /works.

Acquittal

26. Project acquittal reports must include:
- Final progress report detailing completed approved activities and final actual costs reported against the approved capped amount
 - Detailed general ledger / payroll report and or invoice evidencing the final actual expenditure claimed.
 - Supporting source documents must be available for sampling by QRA if requested.
 - Evidence demonstrating the completed activities (photographic evidence (JPG including EXIF metadata, GPS coordinates and date taken) or non-photographic evidence such as contractor invoice, job sheets) typical of the completed approved activities.

PART C – GOVERNANCE AND ADMINISTRATIVE ARRANGEMENTS

Funding Agreement

27. It is a requirement that all recipients of QRA funding enter into a Head Agreement with QRA.
28. Where a recipient 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.
29. The Project Funding Schedule will detail the terms and conditions specific to the approved funding, including reference to the relevant funding guidelines that govern the program, funding type and amount, key date and milestone schedules, payment claim and reporting requirements.

Procurement

30. When procuring goods or services local governments must align with the Queensland Procurement Policy 2021, Local Government Act 2009 and the Local Government Regulation 2012 and their own procurement policy.
31. If expenditure is in breach of Queensland Government of council's procurement standards, reimbursement of these costs may be unable to be sought under the DRFA.

Record keeping

32. All state agencies and local councils must keep an accurate audit trail. DRFA records must be available for seven years from the end of the financial year the claim is acquitted by the Australian Government.
33. For assurance purposes, the Australian Government may at any time, via QRA, request documentation from state agencies or local councils to evidence the State's compliance with any aspect of the DRFA. This may include, but not be limited to access to project level information, to confirm acquittal in accordance with the DRFA.

Extensions of time

34. An extension of time beyond the detailed eligible timeframes may be requested in exceptional circumstances.
35. Council is required to contact your QRA RLO as early as possible, detailing the unforeseen circumstances impacting project completion, the actions taken to minimize the impact, and the adjusted project plan and milestones.

Assurance activities

36. Applicants may be required to provide documentation to support any assurance activities. These assurance activities may include, but are not limited to:
 - a. audit
 - b. site inspections
 - c. obtaining relevant documentary evidence to support estimated reconstruction costs and or value for money assessments
 - d. verification reviews on measures or projects.

Certification

37. All submissions, including progress reports and acquittal reports must be certified by the council in line with its delegations.

Goods and Services Tax (GST)

38. All amounts claimed must exclude GST and be actual expenditure, paid prior to lodging the submission.

Insurance

39. Applicants must:
 - exhaust all insurance options prior to accessing DRFA
 - claim on any applicable insurance policy, including business continuity, prior to seeking reimbursement under the DFRA.

Public acknowledgment of joint Australian Government and State Government

assistance

40. Eligible applicants must acknowledge DRFA funding contribution in public materials, which 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
41. To comply with this requirement, all public advice and media releases should refer to the relevant funding source, as being *“jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements”*.
42. Operational messaging and advice, such as road closures and tender advertisements, are excluded from this requirement.
43. Contact QRA for assistance and approval for any releases at media@gra.qld.gov.au or (07) 3008 7200.