

2022 Local Recovery and Resilience Grant Guidelines

This joint Australian Government and Queensland Government funding initiative is to assist councils that have been severely impacted by extraordinary disaster events to undertake relief, recovery and resilience activities in their local government area.



Queensland Government



Australian Government

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PART A – OVERVIEW AND OBJECTIVES

Local Recovery and Resilience Grant

Funding program	Disaster Recovery Funding Arrangements (DRFA) Category D
Purpose	Funding to assist severely impacted councils to undertake relief, recovery and resilience activities across impacted communities
Available Funding	\$1 million (excluding GST) capped grant per council
Eligible disaster events	DRFA activated extraordinary disaster events occurring within the 2021-22 financial year. Refer to Appendix 1
Administered by	Queensland Reconstruction Authority (QRA)
More information	Phone: (07) 3740 1700 Email: submissions@qra.qld.gov.au

Introduction

1. The **Local Recovery and Resilience Grant** is a component of a jointly funded, exceptional circumstances Category C & D funding package approved under the *Disaster Recovery Funding Arrangements (DRFA)* to support local government areas severely impacted by extraordinary events in 2021-22.

Purpose

2. The purpose of the joint Australian and Queensland government-funded (50:50) local recovery and resilience grant is to assist eligible councils in delivering activities and projects that:
 - a. address the emerging relief and recovery needs within the community following the onset of the eligible extraordinary event, and
 - b. contribute to building disaster resilience and reducing the impact of future events.

Objectives

3. The objectives of the **Local Recovery and Resilience Grant** is to provide Category D DRFA funding to assist eligible councils to:
 - a. undertake activities that facilitate community recovery following an eligible extraordinary event
 - b. promote projects that increase disaster resilience to reduce the impact of future disaster events
 - c. ensure recovery and resilience projects are delivered in partnership with the community, accelerating recovery and relieving distress.

Timeframes

4. Key dates
 - a. Project plans are required prior to the release of the 'milestone 2 payment' and due to QRA by 30 March 2023
 - b. Approved projects must be completed by 30 June 2024 (eligible timeframe)
 - c. Project acquittal reports are due to QRA within three months of completing projects and by no later than **30 September 2024. Funding**

Funding

5. **Local Recovery and Resilience Grants** are capped at \$1 million per eligible council, under each eligible extraordinary event activated in 2021-22. (refer **Appendix 1**)
6. Funding is approved as a capped amount to deliver approved projects/activities in response to the eligible extraordinary event. Additional funding contribution/s may be provided from other sources.
7. QRA may seek to reallocate any underspends from Category D DRFA funding, in consultation with the Australian Government.

Eligible councils

8. Eligible councils severely impacted by extraordinary events in 2021-22 are eligible for a **Local Recovery and Resilience grant** under each eligible event, as detailed in **Appendix 1**.

Eligible projects

9. Eligible projects that directly or indirectly assist the community in recovering from the event and increasing disaster resilience to reduce the impact of future disasters.
10. Projects must adhere to the following:
 - a. projects that facilitate the recovery of the community following the event and/or address an identified immediate or emerging recovery need; or
 - b. projects that increase disaster resilience, which may include:
 - upgrades to existing infrastructure critical to the community during disasters
 - building new infrastructure to mitigate/reduce the risk of future disasters
 - purchasing equipment critical during disasters
 - community capability/education activities.

Eligible costs

11. Eligible costs must be directly associated with delivery of approved projects/activities.
12. All projects/activities and expenditure lodged must comply with each applicant's financial, purchasing and travel policies, and Queensland Government procurement guidelines. The below list identifies some of the more common examples and is not intended to be prescriptive, exhaustive or comprehensive.
 - a. personnel costs directly related to the delivery of the project including salaries, vehicle and office equipment leasing, travel expenses, allowances for accommodation, contractor or consultant costs, temporary or permanent employees
 - b. project management costs proportionate with the funding amount sought including remuneration of additional technical, professional and/or administrative staff for time directly related to managing the construction or delivery of the proposed project (does not include executive duties or overhead charges)
 - c. local government internal plant and equipment hire rates and associated operating consumables (fuel, oil, grease, etc.) consumed while undertaking its eligible works
 - d. hire of additional plant and equipment, and operating associated operating consumables (fuel, oil, grease, etc.)
 - e. purchase of materials used for completing approved projects/activities
 - f. pre-construction activities including survey, investigations and design associated with approved projects/activities
 - g. costs associated with purchasing an asset or equipment directly related to the objectives of the program
 - h. marketing, printing materials, IT and creative contractor costs to funded projects
 - i. direct funding support to cover costs for new or existing community events where sponsorship has been withdrawn

- j. costs associated with the delivery of training and education programs to build capacity or resilience, including:
 - facilities and equipment hire
 - planning and facilitation
 - design and publication of materials
 - advertising such as radio, print media and billboard space
 - reasonable travel costs
- k. costs associated with resilience-orientated business planning and/or business continuity planning that are outside of business as usual activities
- l. only the actual eligible cost up to the capped approved amount, and directly associated with delivering the approved projects/activities is eligible for reimbursement.

13. If there are any doubts or queries about eligibility, please contact your QRA RLO.

Ineligible projects

14. Projects must meet the program objectives, examples of ineligible projects include:

- a. works on an asset or land that will not be owned or controlled by council (unless demonstrably for public benefit)
- b. the purchase of land or buildings (unless demonstrably for public benefit)
- c. are commercial in nature for the applicant or any partner applicant.

Ineligible costs

15. Council is responsible for all ineligible costs and costs incurred above the approved capped amount. The below list identifies some of the more common examples and is not intended to be prescriptive, exhaustive or comprehensive.

- a. non-specific indirect and overhead costs
- b. utilisation of funds to trigger point contribution for Disaster Recovery Funding Arrangements
- c. business-as-usual costs for activities, resources or purchases
- d. profit margins of applicant including (but not limited to) the applicant's supply or use of plant, labour or materials
- e. costs that are reimbursable under other funding sources including business continuity and insurance or alternative DRFA relief measures
- f. costs of works/activities completed prior to the eligible event.

16. If there are any doubts or queries about eligibility, please contact your QRA RLO.

PART B – PROJECT PLAN

Project Plan

17. Eligible councils are required to
 - a. complete a **Project Plan Form** outlining proposed activities/works, milestones and costs to be delivered under the eligible event
 - b. submit a certified copy to submissions@qra.qld.gov.au for assessment, and cc your QRA RLO.
18. **Eligible councils may submit single or multiple Project Plan Form/s for the eligible event progressively up to 30 March 2023.**
19. Eligible local government areas who are eligible under multiple events should submit a Project Plan Form/s under each eligible event.
20. Contact your RLO or email submissions@qra.qld.gov.au for copy of the Project Plan Form.
21. Once all sections are complete, email the completed Project Plan Form, and the matching scanned signed certification sheet to submissions@qra.qld.gov.au, cc your RLO.

Project budget

22. The Project Plan must include a project budget defining **Estimated Total Project Costs** made up of **eligible project costs** (requested funding amount), **ineligible project costs** (council contributions) and other funding contributions.
23. Eligible councils will be responsible for all ineligible costs, and any actual costs incurred over and above the approved capped amount.

Assessment and approval

24. QRA will assess Project Plans and budgets against the outlined objectives and eligibility criteria, and provide program reporting to the Australian Government.
25. Once approved the Project Plan and budget form part of the approved Funding Agreement executed by QRA and Council. Refer to **Funding Agreement** section.

PART C – GOVERNANCE AND ADMINISTRATIVE ARRANGEMENTS

Funding Agreement

26. It is a requirement that all recipients of QRA funding enter into a Head Agreement with QRA.
27. 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.
28. 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.

Variations

29. Where there are material changes following the Project Plan/s approval, and council are seeking to adjust the approved Project Plan/s, reasons for and details of any variance in scope, cost or time must be provided to QRA and agreed formally in writing.

Procurement

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

Record keeping

32. All 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 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.

Progress reporting and progress claims

34. All councils with active programs are required to provide monthly progress reports on the status of projects and expenditure throughout project delivery, including reporting of submissions in development. Mandatory monthly progress reporting is required throughout project delivery, to ensure applicants update QRA on status of works, dates and expenditure. Monthly progress reports are to be provided using the QRA Progress Report Form and lodged through the MARS Portal within the requested timeframe detailing:
 - a. actual expenditure reported against the approved capped amount
 - b. percentage of scope of works/activities completed
 - c. project milestones, start and finish dates
 - d. reasons for, and details of, any variances in scope, cost or time
 - e. details of complementary works.
35. Once actual expenditure has exceeded the initial 30 per cent advance, and the project funding schedule is executed, applicants can progressively claim expenditure incurred up to 90 per cent of the approved capped value or the Estimated Final Cost (whichever is the lowest).
36. QRA will provide quarterly progress reports to the Australian Government, until completion of all grant initiatives.
37. Councils may also be requested to provide a case study which may be published on QRA's website and social media.

Extensions of time

38. An extension of time beyond the eligible timeframe may be requested in exceptional circumstances.
39. Council is required to contact your QRA Regional Liaison Officer (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.

Project acquittal report

40. A final certified project acquittal report is due to QRA within three months of completing all projects approved under this grant and by **no later than 30 September 2024**.
41. Acquittal reports must include:
 - a. final progress report detailing the completed approved projects
 - b. final actual costs reported against the approved capped amount
 - c. detailed general ledger evidencing the final actual claimed expenditure and submitted total projects costs (including details of any contributions)
 - d. evidence demonstrating the completed projects representative of completed works/activities (e.g., relevant reports or JPG photos including EXIF metadata, GPS coordinates and date taken).
42. QRA will undertake a final assessment of each project to ensure approved scope is delivered within timeframe, expenditure is eligible and assurance requirements are satisfied.

Assurance activities

43. Councils 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

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

Goods and Services Tax (GST)

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

Insurance

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

Public acknowledgment of joint State and Australian Government assistance

47. Councils must acknowledge relevant funding contributions in public materials, which includes but is not limited to:
 - a. media releases regarding the approved project
 - b. acknowledgement or statements in project publications and materials
 - c. events that use or include reference to the approved project
 - d. plaques and signage at construction sites or completed works.
48. 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"*.
49. Operational messaging and advice, such as road closures and tender advertisements, are excluded from this requirement.
50. Contact QRA for assistance and approval for any releases at media@qra.qld.gov.au or (07) 3740 1700.

APPENDIX 1 - 2021-22 eligible extraordinary events and eligible councils

Eligible disaster	South East Queensland Rainfall and Flooding, 22 February - 7 March 2022
Eligible local government areas severely impacted	<ol style="list-style-type: none"> 1. Balonne Shire Council 2. Brisbane City Council 3. Bundaberg Regional Council 4. Cherbourg Aboriginal Shire Council 5. Fraser Coast Regional Council 6. Gladstone Regional Council 7. Gold Coast City Council 8. Goondiwindi Regional Council 9. Gympie Regional Council 10. Ipswich City Council 11. Lockyer Valley Regional Council 12. Logan City Council 13. Moreton Bay Regional Council 14. Noosa Shire Council 15. North Burnett Regional Council 16. Redland City Council 17. Scenic Rim Regional Council 18. Somerset Regional Council 19. South Burnett Regional Council 20. Southern Downs Regional Council 21. Sunshine Coast Regional Council 22. Toowoomba Regional Council 23. Western Downs Regional Council
Eligible disaster	Central, Southern and Western Queensland Rainfall and Flooding, 10 November - 3 December 2021
Eligible local government areas severely impacted	<ol style="list-style-type: none"> 1. Goondiwindi Regional Council

Appendix 1 is current - as at June 2022