



2023 Local Recovery and Resilience Grants Guidelines

This joint Australian Government and Queensland Government funding initiative is to assist local governments that have been severely impacted by the Northern and Central Queensland Monsoon and flooding extraordinary disaster event to undertake relief, recovery and resilience activities in their local government area.



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Table of Contents

PART A – OVERVIEW AND OBJECTIVES	4
Introduction.....	5
Purpose	5
Objectives.....	5
Timeframes.....	5
Funding	5
Eligible local governments.....	6
Eligible projects.....	6
Eligible costs	6
Ineligible projects.....	7
Ineligible costs	7
PART B – PROJECT PLAN	8
Project Plan.....	8
Project budget.....	8
Assessment and approval.....	8
PART C – GOVERNANCE AND ADMINISTRATIVE ARRANGEMENTS	8
Funding Agreement.....	8
Variations	8
Procurement.....	9
Record keeping	9
Progress reporting and progress claims	9
Extensions of time	10
Project acquittal report	10
Assurance activities.....	10
Monitoring and Evaluation.....	10
Certification	10
Goods and Services Tax (GST).....	11
Insurance.....	11
Public acknowledgment of joint State and Australian Government assistance	11

PART A – Overview and Objectives

Funding program	Disaster Recovery Funding Arrangements – Category D
Purpose	Funding to assist severely impacted local governments to undertake relief, recovery and resilience activities across impacted communities
Available Funding	\$1 million for Boulia Shire Council, Carpentaria Shire council and Doomadgee Aboriginal Shire Council. \$1.25 million for Burke Shire Council (excluding GST) capped grant per local government
Eligible disaster events	AGRN 1046 – Northern and Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023
Eligible applicants	Eligible applicants will be the following local government areas (LGAs), activated for this relief measure: <ol style="list-style-type: none"> 1. Boulia Shire Council 2. Burke Shire Council 3. Carpentaria Shire Council 4. Doomadgee Aboriginal Shire Council
Administered by	The initiative will be administered by QRA
More information	Phone: (07) 3008 7200 Email: Submissions@qra.qld.gov.au

Local Resilience and Recovery Grant

PART A – Overview and objectives

Introduction

The Local Recovery and Resilience Grant is a component of a jointly funded, exceptional circumstances Category D funding package approved under the Disaster Recovery Funding Arrangements (DRFA) to support local government areas severely impacted by the Northern and Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023.

Purpose

The purpose of the joint Australian and Queensland government-funded (50:50) local recovery and resilience grant is to assist eligible local governments 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

The objectives of the Local Recovery and Resilience Grant is to provide Category D DRFA funding to assist eligible local governments 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

Key dates

- a. Project plans are required prior to the release of the ‘milestone 2 payment’ and due to QRA by **31 March 2024**.
Extensions of time to this deadline may be considered by the QRA on a case by case basis, providing the approved projects are completed within the allowable time limit (ATL) for the event
- b. Approved projects must be completed by **30 June 2025** (eligible timeframe)
- c. Project acquittal reports are due to QRA within three months of completing projects and by no later than **30 September 2025**.

Funding

Local Recovery and Resilience Grants are capped at \$1 million (excluding GST) per eligible local government for the eligible event, except for Burke Shire Council where it is \$1.25 million (excluding GST).

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.

QRA may seek to reallocate any underspends from Category D DRFA funding, in consultation with the Australian Government.

Eligible local governments

Eligible local governments severely impacted by AGRN 1046 – Northern and Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023 are eligible for a Local Recovery and Resilience Grant including:

1. Boulia Shire Council
2. Burke Shire Council
3. Carpentaria Shire Council
4. Doomadgee Aboriginal Shire Council

Eligible projects

Eligible projects that directly or indirectly assist the community in recovering from the event and increase disaster resilience to reduce the impact of future disasters.

Projects must align 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.

Examples of eligible projects include:

- New activities and measures/events that directly support local economic, social recovery and community resilience
- Initiatives which support and promote community recovery and wellbeing, social support, or social development
- Initiatives which support and promote sustainable local economic recovery, business continuity, business preparedness and business development
- Employing additional staff to take on specialist recovery or planning roles to help coordinate and plan the rebuilding effort and to foster resilience-building within the local government area
- Reconstruction or enhancement (disaster resilience) to evacuation and relief centres that were directly impacted by the event
- Projects or initiatives that support disaster resilience
- New / upgraded flood warning infrastructure
- Costs associated with clean-up of commercial premises.

Eligible costs

Eligible costs must be directly associated with delivery of approved projects/activities.

All 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. contractor, consultant, temporary or permanent employee costs directly associated with the delivery of the project including salaries, leasing vehicles and office equipment, travel expenses, allowances for accommodation.
- b. payments to small businesses, not for profit organisations or primary producers to support any additional recovery and resilience needs determined a priority for the broader community.
- c. 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).
- d. local government internal plant and equipment hire rates and associated operating consumables (fuel, oil, grease, etc.) consumed while undertaking its eligible works.
- e. hire of additional plant and equipment, and operating associated operating consumables (fuel, oil, grease, etc.).
- f. purchase of materials used for completing approved projects/activities.
- g. pre-construction activities including survey, investigations and design associated with approved projects/activities.
- 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.

If there are any doubts or queries about eligibility, please contact your QRA Regional Liaison Officer (RLO).

Ineligible projects

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

- a. projects that do not meet the grant objectives and eligibility requirements
- b. the purchase of land or buildings (unless demonstrably for public benefit)
- c. projects that are commercial in nature for the applicant or any project partner.

Ineligible costs:

Local Government 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
- g. purchase of any new asset, regardless of value (excluding eligible flood warning infrastructure) .

PART B – Project Plan

Project Plan

Eligible local governments are required to

- a. Complete a **Project Plan Form** outlining proposed activities/works, milestones and costs to be delivered under the eligible event. Contact your RLO, visit the QRA website, or email submissions@qra.qld.gov.au for copy of the Project Plan Form.

Submit a certified copy to submissions@qra.qld.gov.au for assessment, and cc your QRA RLO.

Project Budget

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** (local government contributions) and other funding contributions.

Eligible local governments will be responsible for all ineligible costs, and any actual costs incurred over and above the approved capped amount.

Assessment and approval

QRA will assess Project Plans and budgets against the outlined objectives and eligibility criteria.

Once approved the Project Plan and budget form part of the approved Funding Agreement executed by QRA and the local government. Refer to **Funding Agreement** section.

PART C – Governance and Administrative Arrangements

Funding Agreement

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

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.

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

Where there are material changes following the Project Plan/s approval, and the local government is 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

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.

If expenditure is in breach of the local government's procurement standards, reimbursement of these costs are unable to be sought under the DRFA.

Record keeping

All local governments 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.

For assurance purposes, the Australian Government may at any time, via QRA, request documentation from local governments 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.

Reporting progress and claims

All local governments with active programs are required to provide monthly progress reports on the status of project scope, timeframes 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 lodged 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 and approved scope
- b. percentage of scope of works/activities completed
- c. project milestones, estimated and actual start and finish dates
- d. reasons for, and details of, any variances in scope, cost or time

- e. details of complementary works.

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). The final 10% is paid on acquittal of the program.

QRA will provide quarterly progress reports to the Australian Government, until completion of all approved projects. Local governments may also be requested to provide a case study which may be published on QRA's website and social media.

Extensions of time

An extension of time beyond the eligible timeframe may be requested in exceptional circumstances.

Local government is required to contact their QRA Regional Liaison Officer (RLO) as early as possible, detailing the unforeseen circumstances impacting project completion, the actions taken to minimise the impact, and the adjusted project plan and milestones.

Project acquittal report

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 2025.

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, payroll report evidencing the final actual claimed expenditure and submitted total projects costs (including details of other contributions)
- d. evidence supporting the claimed actual expenditure (e.g. timesheets, invoices, requisitions) must be made available for sampling
- e. 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).

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

Local governments 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.

Monitoring and Evaluation

Improving recovery programs is essential to ensure their effectiveness and long-term impact on the individuals and communities they serve. Past recovery evaluations provide valuable insights and lessons that can be incorporated into future programs. The National Disaster Recovery Monitoring and Evaluation Database (<https://knowledge.aidr.org.au/me-recovery-outcomes-search/>) serves as a key tool for capturing and disseminating this knowledge to inform the design of disaster recovery programs. Consulting the database early in the recovery planning phase enables program designers to draw upon the experiences and best practices identified in previous evaluations.

The Monitoring and Evaluation Framework for Disaster Recovery Programs outlines the necessary steps to evaluate the effectiveness of recovery initiatives. By enhancing the quality of disaster recovery evaluations, governments can use the findings to inform and improve subsequent recovery programs. The framework establishes a consistent approach to evaluating each program, creating an evidence base that informs future recovery efforts. One of the primary objectives of the framework is to ensure that recovery programs remain outcome-focused, and a program logic is developed to guide program design and evaluation. Program logic outlines the specific activities and resources required to achieve the desired outcomes, providing a clear roadmap for success.

Monitoring the outcomes and progress of communities towards sustainability and resilience is crucial in ensuring that recovery efforts are on track. Regular reporting enables the identification of key outcome indicators that signify progress, making the evaluation process efficient and informative. The ease of data collection, community involvement, and the coverage of disaster recovery outcomes are taken into account when selecting indicators for reporting. The reports also provide qualitative assessments of recovery progress, summarising past and upcoming activities, addressing any shortcomings, and highlight community involvement in the recovery process. Through continuous monitoring and improvement, recovery programs can adapt to meet the evolving needs of those they serve and deliver more effective and meaningful outcomes.

Certification

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

Goods and Services Tax (GST)

All amounts must exclude GST. All amounts claimed during progress reporting and acquittal must exclude GST and be actual expenditure, paid prior to lodging the submission.

Insurance

Local governments 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 Australian Government and State Government assistance

Local governments 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.

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”*.

Prior agreement must be reached with QRA who will oversee approval of media events and associated materials, in consultation with the National Emergency Management Agency. All publications must also include both the State and Commonwealth Government logos and the following disclaimer: ‘Although funding for this product has been provided by both the Australian and Queensland Governments, the material contained herein does not necessarily represent the views of either Government’.

As the funding programs are being delivered, QRA will identify announcement, progress and finalisation of program media opportunities. QRA will communicate these opportunities to the National Emergency Management Agency. Operational messaging and advice, such as road closures and tender advertisements, are excluded from this requirement.

Contact QRA for assistance and approval for any releases at media@qra.qld.gov.au or (07) 3008 7200.



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