



# Local Recovery and Resilience Grants Guidelines

Joint (Commonwealth and Queensland governments)  
Guidelines



Australian Government



Queensland  
Government

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## Overview

<b>Funding program</b>	Disaster Recovery Funding Arrangements (DRFA) 2018 – Category D
<b>Funding initiative</b>	<b>Local Recovery and Resilience Grants</b>
<b>Purpose</b>	<p>To support severely impacted eligible local government areas to undertake early relief, recovery efforts and disaster resilience activities that will assist to accelerate community recovery and build resilience to reduce impacts of future events.</p> <p>The grant provides flexibility to tailor activities to locally-led initiatives that will best support the unique early relief and recovery needs of each area, not covered under Category A or B of DRFA.</p>
<b>Available Funding</b>	Capped funding allocations to eligible local governments as detailed in <b>Annexure 1- Eligible events and funding allocations</b>
<b>Eligible disaster event</b>	Detailed in <b>Annexure 1 - Eligible events and funding allocations</b>
<b>Eligible applicants</b>	Eligible applicants are the local governments activated for this relief measure as detailed in <b>Annexure 1 - Eligible events and funding allocations</b>
<b>Administered by</b>	Queensland Reconstruction Authority <a href="mailto:DRFA@qra.qld.gov.au">DRFA@qra.qld.gov.au</a>
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## PART A – Objectives and requirements

### Overview

The Local Recovery and Resilience Grant is part of a jointly funded, exceptional circumstances DRFA Category D package developed to support severely impacted eligible local government areas to undertake early relief, recovery efforts and disaster resilience activities (not covered by existing DRFA assistance measures) that will assist to accelerate community recovery and build resilience to reduce impacts of future events.

### Objectives and outcomes

The objectives of the Local Recovery and Resilience Grant is to support councils severely impacted by a disaster event to:

- undertake activities that address emerging recovery needs and enable flexibility to build further resilience within the community and mitigate the impact of future events
- implement projects that accelerate recovery and relieve distress in the community
- empower local business and promote business continuity and economic stimulus to facilitate community recovery

The outcomes of the Local Recovery and Resilience Grant are:

- accelerated early economic and community recovery
- increased disaster resilience that will reduce impacts of future events

### Timeframe requirements

<b>Lodgement due date:</b>	All submissions including a project plan to be lodged to Queensland Reconstruction Authority (QRA) <b>within 9 months from the end of the financial year of the event</b> – <i>i.e. for events occurring within FY 23/24 lodgement date is before 31 March 2025.</i>
<b>Completion timeframe:</b>	All approved projects must be completed <b>within 24 months following the end of the financial year of the event (ATL)</b> - <i>i.e. for events occurring within FY 23/24, activities must be completed by 30 June 2026.</i> An ATL extension may be considered by QRA in exceptional circumstances. <b>(no costs post this date can be claimed)</b>
<b>Project acquittal due date:</b>	A project acquittal is due to QRA <b>within three months of the end of the financial year the projects are completed</b> , and by no later than three months after the ATL – <i>i.e. for events occurring within FY 23/24, a project acquittal report must be by 30 September 2026.</i>

### Funding

Funding is approved as a capped amount up to \$1 million per eligible local government area (LGA) to deliver eligible activities/works prioritised to meet the identified needs of the eligible LGA.

Advance payments may be made to recipients to ensure that recovery and resilience activities can begin to accelerate recovery and relieve distress. Following this initial payment, and prior to the next milestone payment, the recipient will provide a project plan outlining proposed activities, milestones and costs tailored to their specific recovery and resilience needs to QRA for assessment.

QRA may seek to reallocate any underspends across initiatives within the Category C & D DRFA funding package in consultation with the Australian Government.

## Eligible Activities

Activities must directly or indirectly assist the community in recovering from the event and/or address an identified immediate or emerging recovery need; and/or increase disaster resilience to reduce the impact of future disasters.

Initiatives that may be delivered under this program include, but are not limited to:

- new activities and measures/events that directly support local economic, social and community recovery and resilience
- information sessions, marketing campaigns and mentoring advisory services for local business
- initiatives which support and promote community recovery and wellbeing, social support, or social development
- initiatives which support resilience-orientated business preparedness planning and/or business continuity planning outside of business as usual activities
- costs associated with planning and logistics for extensive clean-up of areas/commercial premises and waste management not eligible to be claimed under standard DRFA Category A or B or extraordinary assistance package (Category D), making this package essential for this purpose where required
- reimbursement of costs incurred by council or community members to support recovery or community resilience, which are not reimbursable by other measures under the DRFA
- employing additional staff to take on specialist recovery or planning roles to help coordinate and plan the rebuilding effort and to foster resilience-building activities and strategies within the local government area
- reinstatement and repair of community and recreational assets
- projects or initiatives that support and/or increase disaster resilience, which may include:
  - upgrade to existing infrastructure critical to the community during disasters, such as evacuation, relief or disaster coordination centres
  - building new infrastructure to mitigate/reduce the risk of future disasters, such as flood warning infrastructure
  - purchasing equipment critical during disasters
  - community capability/education activities
- extraordinary funding for costs associated with the reconnection of essential services (power, electricity, water) where council's capacity to reconnect services has been exceeded
- delivery of evacuation centre operational training for volunteers and council staff
- costs associated with the wellbeing of animals who were cared for at evacuation centres, who belong to evacuated residents and are not included within the definition of a companion animal.

## Eligible costs

Eligible costs are the total costs of the initiative, less any ineligible costs and/or other funding contributions.

Eligible costs are capped at approved funding value and must be directly associated with the delivery of the approved initiative.

Eligible costs include, but are not limited to:

- contractor, consultant, temporary or permanent employee costs directly associated with service delivery, such as salaries, leasing vehicles and office equipment, travel expenses, allowances for accommodation
- contracting fees to bring expertise and service delivery into remote locations
- costs associated with establishing a face-to-face presence in the affected communities
- costs incurred in the running of programs and services directly attributable to persons affected by the eligible disaster
- payments to support any additional recovery and resilience needs determined a priority for the broader community

- 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)
- local government internal plant and equipment hire rates and associated operating consumables (fuel, oil, grease, etc.) consumed while undertaking its eligible works
- hire of additional plant and equipment, and operating associated operating consumables (fuel, oil, grease, etc.)
- purchase of materials used for completing approved projects/activities.
- pre-construction activities including survey, investigations and design associated with approved projects/activities
- marketing, printing materials, IT and creative contractor costs for funded activity (e.g., graphic design, web design, online booking systems, social media, IT architecture, app design)
- operational costs associated with delivery of the approved initiative
- direct funding support to cover costs for new or existing community events where sponsorship has been withdrawn
- costs associated with the delivery of training and education programs, including but not limited to facilities hire; planning and facilitation; catering; design and publication of material and advertising such as radio, print media and billboard space
  - **extraordinary** state project management and administrative costs associated with the delivery of the approved initiative

Eligible costs must be linked to an eligible activity and must be supported by detailed evidence of the actual expenditure when claiming payments and acquitting the initiative.

## Ineligible costs

Applicants are responsible for all ineligible costs incurred above the approved capped amount.

Ineligible costs include, but are not limited to:

- activities involving the immediate removal of disaster related debris from residential properties to make it safe, habitable and accessible, preventing displacement of the resident, which are eligible under DRFA Category A/B Counter Disaster Operations.
- costs eligible to be claimed under alternative funding, such as business continuity, insurance or standard DRFA Category A/B or extraordinary assistance Category C/D packages
- costs over-and-above approved capped funding
- profit margins of applicant including (but not limited to) the applicant's supply or use of plant, labour or materials
- purchase of any new asset, regardless of value (excluding eligible flood warning infrastructure).
- purchase of land or buildings (unless specific for disaster recovery/resilience and demonstratable community benefit)
- projects that are commercial in nature for the applicant or any project partner
- non-specific indirect and overhead costs
- utilisation of funds towards DRFA trigger point contribution
- legal costs
- costs for activities, resources or purchases of core business-as-usual activities
- purchase of capital equipment and assets such as motor vehicles, phones, ICT and office equipment
- office rental, furnishings and supplies
- remuneration of employees for work not directly related to the initiative
- costs of project/activities completed prior to the eligible event
- ongoing costs such as administration, operation, and maintenance
- vehicle leasing, unless directly related to the delivery of the initiative.

## Project Plan

Contact your RLO for the required submission Project Plan Form, and assistance in developing the submission data, evidence and lodging submissions/s in the QRA MARS portal.

Complete the Project Plan Form detailing:

- proposed activities
- proposed delivery milestones for each activity
- proposed budget breakdown of estimated eligible project costs against each proposed activity up to the approved capped amount
- references to the evidence supporting the proposed budget e.g., quotations, bill of quantities etc, and
- where applicable, details of applicant or other funding contributions to proposed activities.

Submission lodgement

To lodge your submission, email the following:

- Project Plan Form
- all supporting budget evidence, and
- the signed certification form to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) and cc your QRA RLO.

Contact your RLO or email [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) for assistance.



## PART B – Application and delivery

### Applying for funding and scope of activities

QRA applicants are required to develop and lodge submissions to QRA.

Submissions should detail the proposed scope of activities, start and end dates, delivery milestones, internal cost codes, proposed values at a line item level to enable reporting against the agreed activity metric to measure the outcomes of the initiative. Evidence supporting the proposed budget, such as quotations, bill of quantities and details of applicant or other funding contributions should be included.

Where the application seeks reimbursement of the costs of a scope of activities or works already delivered, the application must also include evidence of actual expenditure and the completed scope of works or activities.

Contact your Regional Liaison Officer (RLO) for the required submission form, and assistance in developing the submission data and evidence and lodging submissions/s in the QRA MARS portal.

QRA will assess submissions against the objectives and eligibility criteria detailed in these guidelines. Following assessment and approval, the applicant will be notified of the approved value, and issued an advance payment of 30% of the assessed eligible costs as an advance payment and be required to enter into a project funding agreement with QRA.

Once approved the Project Plan and budget form part of the approved Funding Agreement executed by QRA and applicant.

Where the application seeks reimbursement of scope of activities or works already delivered, the applicant will be paid 100 per cent of the assessed eligible expenditure as a reimbursement.

### Program delivery and progress reporting

All delivery agents with active programs are required to provide monthly progress reports on the status of works and expenditure throughout project delivery, including reporting of submissions in development. Delivery agents will need to work with any service providers to inform the monthly reporting.

All delivery agents must respond to requests for ad-hoc reporting to QRA, as required.

#### Progress reporting requirements

Monthly progress reporting is mandatory throughout program delivery, to ensure applicants update the state on status of works, dates, and expenditure, and reasons for variances to any of the prior progress reports.

- Monthly progress reports are created and lodged through the **MARS Portal**, detailing:
  - Actual expenditure reported against the approved scope of activities and approved capped amount (recommended value)
  - Case studies highlighting achievements as delivery progresses ((i.e., against what was identified in the application)
  - Percentage of approved scope of activities completed
  - Progress against project milestones, estimated or actual start and completion dates
  - Reasons for any variances in scope, cost or time and any mitigation strategies
  - Details of complementary activities.

#### Progress payment requirements

Once actual expenditure has exceeded the initial submission advance and the project funding schedule is executed, applicants can progressively claim expenditure incurred up to the lesser of 90 per cent of the approved capped value or the reported estimated final cost.

Claims for expenditure must be lodged with a progress report, a detailed 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 scope of activities.

QRA on behalf of the State will provide quarterly progress reports to the Australian Government, until completion of the approved scope of works/activities.

Applicants will be requested to provide case studies which may be published on QRA or Commonwealth websites, social media and used within evaluation reports.

## Acquittal requirements

An **annual acquittal report** is required for expenditure incurred each financial year and must be lodged with QRA within three (3) months from the end of the financial year the costs were incurred (i.e., by 30 September).

The annual acquittal report must be lodged with a Progress Report in MARS and include evidence of claimed expenditure by payment category for the financial year.

A **final acquittal report** is due to QRA within three (3) months of project completion, or within three months of the approved Completion date.

Acquittal reports must include evidence of claimed expenditure by incentive payment category for the financial year (annual acquittal) and the initiative duration (final acquittal) including:

### Progress report in MARS detailing

- actual cost being claimed for delivering the activities/works
- reasons for variances to activities/works or cost

### Evidence of actual expenditure including where applicable

- detailed general ledger or transaction register/SAP report reconciled to the claimed expenditure reported in the progress report (in editable format to support claimed expenditure)
- internal costing/payroll reports for any extraordinary internal plant/payroll costs (timesheets to be available for sampling)
- source documents such as detailed tax invoices and timesheets supporting the claimed expenditure must be available on request for sampling by QRA and audit
- travel expenditure report
- justification of expenditure as required.

### Close out submission in MARS detailing

- actual costs reported against the recommended value of approved activities
- detailed report of expenditure and activities undertaken
- justification of expenditure as required
- evidence of the final actual expenditure reconciled to the line item values in MARS
- data or reports evidencing the completed approved scope
- other data, reports or survey results to be used to inform evaluation of the delivered initiative against the objectives and outcomes (e.g., program management feedback on successes and barriers that may have been experienced during implementation and delivery)

Where a third-party supplier is sub-contracted to deliver part-of, or all of the package, applicants must obtain and hold all of the above information and source documentation from the supplier.

Transaction reports and source documents must support the expenditure incurred in delivering the services by the supplier, not the payments between QRA applicant and the supplier. Applicants may be requested to supply invoices or timesheets to support any of the costs incurred by a supplier.

Applicants is required to centrally hold all progress reports, acquittal reports, detailed general ledgers and all source documents for no less than seven years from the acquittal of funds by the Commonwealth.

QRA will undertake a final assessment of each submission to ensure approved scope was delivered within timeframe, expenditure is eligible and assurance requirements are satisfied, and reconcile final eligible expenditure and make a final payment.

## PART C – Governance

### Certification

All funding submissions, including progress and acquittal reports, must be certified by the delivery agent by the Chief Executive Officer, Director General or equivalent delegated representative in line with delegations.

### Defined time limit

Applicants should comply with the time limits detailed under this guideline. Extensions beyond the defined time limit may be requested by the delivery agent for this package in exceptional circumstances through QRA.

### Good and Services Tax (GST)

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

### Submission assessment

All submissions are assessed in accordance with these guidelines and the Financial Accountability Act 2009 and the requirements detailed in these guidelines.

### 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

### Monitoring and evaluation

Monitoring and evaluation activities must be undertaken by the delivery agent for this Program to identify opportunities in the delivery to support improved outcomes, and capture lessons learnt, and recommendations for improvement. The evaluation should consider governance, engagement, implementation, effectiveness and efficiency approaches throughout the design, delivery and acquittal.

### Variation

All variations to a Project Funding Agreement, scope or change in control of a project are to be agreed formally in writing.

Where there are material changes following a project approval, grant recipients must provide QRA with updated project information.

### Extension of time

An extension of time (EOT) beyond the required timeframes may be requested in exceptional circumstances.

Applicants are required to formally request an EOT 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.

## Insurance

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 DRFA.

## Record keeping

All grant recipients 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 grant recipients 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 including transaction listings of eligible expenditure that reconcile to the claimed amount, and support for each transaction (for example, contracts, invoices and timesheets) to confirm acquittal in accordance with the DRFA.

## Procurement

The procurement of goods or services must be in accordance with the applicant's procurement policy. 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. State Government agencies must comply with the Queensland Procurement Policy.

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

## Assurance activities

Applicants may be required to provide documentation to support any assurance activities. These assurance activities may include, but are not limited to audit, site visits or inspections, obtaining relevant documentary evidence to support estimated/actual costs and/or value for money assessments, verification reviews on measures or projects and compliance with legislative and policy requirements.

## Public acknowledgment of joint Australian Government and State Government assistance

A prerequisite for assistance under the DRFA is acknowledgment of the joint Australian and state governments DRFA funding contribution. To comply with this Australian Government requirement, all public advice and media releases should refer to the relevant assistance as being "*jointly funded by the Australian Government and Queensland Government under the Disaster Recovery Funding Arrangements*".

Prior agreement must be sought with the Australian Government via the QRA on the nature and content of any subsequent events, announcements, promotional material or publicity relating to any assistance measure under the DRFA. This must be undertaken by applicants and includes but is not limited to:

- media releases, social media, posters, advertising and signage associated with the approved project.
- acknowledgement or statements in project publications and materials.
- events that use or include reference to the approved project.

Evidence of acknowledgement of joint Australian Government and state funding must be provided to the Australian Government at the time the state lodges a claim. In order to meet this requirement local governments and state agencies must provide QRA with evidence if requested by QRA.

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, delivery agents in conjunction with funding recipients, will identify announcement, progress and finalisation of program media opportunities. Delivery agency will communicate these opportunities to QRA, which will advise the Australian Government.

Contact QRA for assistance and approval for any media releases [media@qra.qld.gov.au](mailto:media@qra.qld.gov.au) or phone 1800 110 841.

## Annexure 1 – Eligible events and funding allocations

### DRFA event: AGRN 1078 Southern Queensland Fires, 8 September – 7 November 2023

LRRG available funding of \$1 million for a grant up to \$1 million capped funding (excluding GST) for the following eligible local government area:

- Western Downs Regional Council

### DRFA event: AGRN 1088 – Tropical Cyclone Jasper, 13-18 December 2023

LRRG available funding of \$9 million for grants up to \$1 million capped funding for each (excluding GST) of the following eligible local government areas:

- Cairns Regional Council
- Cassowary Coast Regional Council
- Cook Shire Council
- Douglas Shire Council
- Hope Vale Aboriginal Shire Council
- Mareeba Shire Council
- Tablelands Regional Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

### DRFA event: South East Queensland Severe storms and rainfall, 24 December 2023 – 3 January 2024

LRRG available funding of \$3 million for grants up to \$1 million capped funding for each (excluding GST) of the following eligible local government areas:

- City of Gold Coast Council
- Logan City Council
- Scenic Rim Regional Council

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