



# Clean Up Grant Guidelines

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*Joint (Commonwealth and Queensland governments) funding guidelines*

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## Contents

<b>PART A – OVERVIEW AND REQUIREMENTS</b> .....	<b>1</b>
1. Introduction .....	1
2. Objective and outcomes .....	1
3. Timeframes .....	2
4. Funding .....	2
5. Eligible applicants .....	2
6. Eligible activities .....	3
7. Examples of eligible activities .....	3
8. Examples of event-related debris .....	3
9. Ineligible activities .....	3
10. Eligible costs .....	4
11. Ineligible costs .....	4
12. Purchase of new assets .....	5
<b>PART B – HOW TO APPLY</b> .....	<b>5</b>
13. Submission requirements .....	5
14. Lodging submissions .....	6
15. Assessment and approval .....	6
16. Program delivery and progress reporting .....	6
17. Acquittal requirements .....	7
<b>PART C - GOVERNANCE</b> .....	<b>9</b>
18. Certification .....	9
19. Funding Agreement .....	9
20. Variations .....	9
21. Procurement .....	9
22. Record Keeping .....	9
23. Extension of Time .....	10
24. Assurance activities .....	10
25. Goods and Services Tax (GST) .....	10
26. Insurance .....	10
27. Public acknowledgement of joint Australian Government and State Government assistance .....	10
<b>Annexure 1 – DRFA CAT D Clean Up grants - eligible events and funding rounds</b> .....	<b>1</b>

# PART A – OVERVIEW AND REQUIREMENTS

Funding program	Disaster Recovery Funding Arrangements (DRFA) Category D
Funding initiative	Clean Up Grant Guideline
Purpose	To assist state agencies and councils with the costs of extraordinary Clean Up activities - not eligible under DRFA Counter Disaster Operations or Emergency Works - to remove and dispose of event-related debris.
Available Funding	Refer to Annexure 1 – Activated Events and Funding
Eligible disaster events	Refer to Annexure 1 – Activated Events and Funding
Administered by	Queensland Reconstruction Authority (QRA)
More information	Phone: (07) 3740 1700 Email: <a href="mailto:submissions@qra.qld.gov.au">submissions@qra.qld.gov.au</a>

## 1. Introduction

The Clean Up grant relief measure may be approved as part of an exceptional circumstance package jointly agreed and funded by the Australian and Queensland government (50:50) under Category D of the Disaster Recovery Funding Arrangements (DRFA).

## 2. Objective and outcomes

The objectives of the Clean Up grant are to:

- assist eligible state government agencies and councils with the extraordinary cost of event-related debris clean up and disposal activities that are not eligible for funding under Category A and Category B of the DRFA
- assist in ensuring public safety, community recovery, environmental health and environmental protection following this exceptional disaster event.

### 3. Timeframes

Requirement	Timeframe
Lodgement due date	To claim reimbursement of the actual cost of completed Clean Up works ( <b>Actuals</b> ). Applicants are required to lodge submissions within three (3) months from the end of the financial year (FY) in which the works were completed (by 30 September).
	To seek approval of the proposed scope of Clean Up works and costs to complete those works ( <b>Estimates</b> ). Applicants are required to lodge submissions within nine (9) months from the end of the FY of the event (i.e. for events occurring in FY 2023-24 submissions are to be lodged by 31 March 2025).
Completion timeframe	Clean Up works are delivered after the event and must be completed within 24 months from the end of the FY of the event (i.e. for events occurring in FY 2023-24 works to commence after the relevant event and be completed by 30 June 2026).
Annual Acquittal	An annual acquittal report must be lodged within three (3) months of the end of each FY of delivery (i.e. an annual acquittal of actual expenditure incurred in delivering the initiative in 2023-24 must be lodged by 30 September 2024).
Final Acquittal	Final acquittal must be lodged within three (3) months from the end of the FY the works were completed (by 30 September).

### 4. Funding

The Clean Up grant relief measure is approved as a capped fund available only to local government areas activated for the measure under an exceptional disaster event.

Clean Up grant funding is:

- managed as a competitive capped fund across the activated local government areas
- approved as a capped amount to eligible recipients.

For event specific activation and funding details refer to **Annexure 1 – Activated Events and Funding**.

QRA may seek to reallocate unspent funding across DRFA Category C and D packages, in consultation with the Australian Government.

### 5. Eligible applicants

Queensland State agencies and councils undertaking extraordinary event-related debris clean up and disposal activities within a local government area (LGA) activated for the Clean Up grant under a DRFA activated event.

For event specific activation details refer to:

- Annexure 1 – Activated Events and Funding and
- relevant event Activation summary on QRA's website.

## 6. Eligible activities

Eligible activities to Clean Up, remove and dispose of event-related debris where:

- the debris was the result of the eligible event; and
- the clean up and disposal activities are not eligible or able to be funded under other DRFA relief measures (for example the clean up activities are ineligible under DRFA Counter Disaster Operations (CDO), Emergency Works or Reconstruction of Essential Public Assets (REPA))

## 7. Examples of eligible activities

Activities related to the clean up, removal and disposal of eligible event-related debris from the following:

- businesses, commercial, agricultural and industrial areas (not eligible under CDO)
- residential backyards (not eligible under CDO)
- natural assets including national parks, marine parks, riparian, waterways, waterway banks, creeks, rivers, streams, mangroves and beaches (not eligible under REPA or Emergency Works)
- community, cultural and recreational assets and facilities (ineligible under other activated DRFA measures community and recreational assets programs) including boardwalks, walkways, walking tracks, playgrounds, beach access points, picnic areas, car park facilities, and associated amenities and infrastructure.

## 8. Examples of event-related debris

Event-related debris such as those displaced and carried by the specific event (e.g. storm winds or floodwaters) requiring removal from impacted locations, for example:

- damaged goods and stock from commercial and industrial areas e.g. car tyres, equipment, stock and stores
- sheds, boats, caravans, containers
- building materials and contents
- pontoons, concrete and polystyrene structures, boats, caravans
- chemical waste, hazardous materials
- animal carcasses
- green waste
- rainwater tanks
- structural remnants such as roofing, guttering, insulation.

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

## 9. Ineligible activities

Activities ineligible under this grant include:

- rehabilitation, restoration or resilience activities to restore event-related damaged natural or built assets
- activities eligible for reimbursement under other funding sources, e.g. insurance, or other DRFA funding relief measures including CDO and Emergency Works.

## 10. Eligible costs

Eligible costs must be directly associated with delivery of approved eligible activities completed within the eligible timeframe. Eligible costs may include:

- council day labour costs of staff to deliver eligible activities
- extraordinary wages such as overtime and allowances, and costs associated with travel expenses, allowances and accommodation to undertake eligible activities
- contractor costs to undertake specialist services required to access and remove debris (e.g. large heavy items from waterways, residential back yards)
- inspection costs to gather data on location and extent of the event-related debris
- purchase of consumables used in undertaking the eligible clean up activities (e.g. personal protection equipment, cleaning products)
- transportation costs associated with removal and disposal of debris
- establishing, managing and decommissioning temporary dumpsites for debris (where not eligible under CDO)
- repair to assets damaged in undertaking eligible clean up activities (e.g. reinstating surfaces damaged due to temporary dumpsites e.g. re-seeding lawns)
- local government internal plant and equipment hire rates and associated operating consumables (fuel, oil, grease, etc.) consumed while undertaking eligible activities
- hire of additional plant and equipment, and operating associated operating consumables (fuel, oil, grease, etc.)
- purchase of low value equipment used for completing eligible clean up activities (e.g. brooms, rakes, shovels etc.)
- 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).

All expenditure lodged must comply with the applicant's financial and procurement policies and legislative requirements. Local Governments: the *Local Government Act 2009* or *City of Brisbane Act 2010* and State government agencies the *Queensland Procurement Policy 2023*.

If there are any queries about eligibility, please contact your RLO.

## 11. Ineligible costs

Ineligible costs under this grant include:

- non-specific indirect and overhead costs
- legal costs
- profit margins of applicant including (but not limited to) the applicant's supply or use of plant, labour or materials
- 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)
- costs of works/activities completed prior to the eligible event
- costs related to clean up activities that cannot be directly associated to the event
- costs of works/activities incurred outside the completion timeframe.

## 12. Purchase of new assets

The purchase of new assets to undertake eligible activities is generally ineligible. 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.

Purchases will be assessed based on the information provided by the applicant.

Supporting information should include:

- proof of purchase
- operational imperative including priority and timeframe necessitating the purchase
- evidence of inability to hire from suitable suppliers, i.e. letter or email with company letterhead or logo
- 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 – HOW TO APPLY

### 13. Submission requirements

Grant applications require data and evidence demonstrating the clean up works linked to the specific activated extraordinary event.

Submissions require data and evidence of the extraordinary clean up activities required or completed following the event including:

- descriptions of the 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 debris and the required clean up and / or disposal activities
- other evidence supporting the extent of the event-related debris and the need for the eligible activities
- location/s of eligible clean up activities
- dates of clean up activities
  - start date 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
  - actual costs - supported by a detailed general ledger/ detailed transaction report and or payroll report. Detailed evidence of transactions e.g. invoices, timesheets, requisition orders, must be available for sampling by QRA
  - estimated cost - supported by quotation / invoice / bill of quantities

**Note:** Submissions are to be lodged under one event only as a claim for *EITHER*:

- actual costs of completed eligible activities OR
- estimated costs of scope of eligible activities yet to be completed.



Multiple submissions can be claimed for each event.

## 14. Lodging submissions

Download and complete **Clean Up Grant submission form** from QRA's website. Enter the title of the activated event specific the extraordinary clean-up activities. Complete all fields including references to the supporting evidence documents and photos. If the submission is claiming the actual costs of completed activities, ensure the claimed values reconcile to the evidence of expenditure.

Review your submission data and evidence to ensure it meets 11. Submission requirements above.

Attach the following to an email:

1. the completed excel submission form
2. corresponding scanned certification sheet signed by your delegated officer
3. evidence supporting the submission scope of activities and costs:
  - post event photo evidence (JPEG photos including EXIF metadata, including GPS coordinates and time/date taken) supporting the need for the event-related 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 scope of event related clean up activities and
  - actual costs of completed activities: evidenced by a detailed general ledger/ detailed transaction report and or payroll report in editable format; or invoices supporting the claimed costs or
  - estimated costs of proposed scope: Bill of quantity, quotations or invoices supporting the estimated costs of the proposed activities.

Lodge the above via email to [submissions@gra.qld.gov.au](mailto:submissions@gra.qld.gov.au), and cc your RLO.

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

## 15. Assessment and approval

QRA will assess submission data and evidence against the Guideline objectives and eligibility criteria.

Following assessment and approval applicants will be notified of the approved capped value.

Applicants seeking approval of a proposed scope of works will be issued an advance payment of 30 per cent of the assessed eligible value and be required to enter into a project funding agreement with QRA.

Applicants seeking the reimbursement of scope of activities or works already completed will be paid 100 per cent of the assessed eligible expenditure and be required to enter into a project funding agreement with QRA.

## 16. Program delivery and progress reporting

QRA Progress reporting requirements

Submissions approved on estimates: Monthly progress reporting is mandatory throughout program delivery to ensure applicants update QRA on status of delivery against approved activities / works, milestones and expenditure, and reasons for variances.

Monthly progress reports are lodged through QRA's MARS portal and should detail:

- actual expenditure reported against the approved scope and approved capped amount (recommended value) and
- percentage of approved scope completed
- progress against project milestones, proposed and actual start and finish dates
- reasons for any variances in scope, cost or time and
- details of complementary works or activities

Once actual expenditure has exceeded the initial submission advance and the project funding schedule has been executed, applicants can progressively claim expenditure incurred *up to the lesser of*:

- 90 per cent of the approved capped value or
- the estimated final cost.

Claims for expenditure must be lodged with a progress report, a detailed general ledger or transaction report demonstrating the actual expenditure incurred against the Recommended Value of the approved activities.

Contact your RLO for assistance.

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

Applicants may be requested to provide case studies which may be published on QRA's website and social media.

## 17. Acquittal requirements

Submissions approved on estimates must be completed and acquitted within the required timeframes.

To acquit funding submissions:

### **Annual acquittal:**

The delivery agency is required to lodge an annual acquittal report for expenditure incurred each given financial year (to 30 June) within three (3) months of the year end (i.e. by 30 September).

The annual acquittal report must be lodged via the MARS portal and include:

- a complete progress report; and
- evidence of expenditure for the financial year in the form of a:
  - detailed general ledger or detailed transaction report (SAP report);
  - payroll report; and
  - travel expense report where applicable.

### **Final Progress report:**

In the MARS portal prepare and lodge a **final progress report** for the submission detailing:

- completed approved activities, dates completed
- reasons for variances in scope, cost or timeframes
- final actual costs reported against the approved capped amount

- attach evidence of the final actual expenditure in the form of detailed general ledger, transaction report and or payroll report in editable format. Supporting source documents must be available for sampling by QRA and audit.

**Close out submission:**

Once the lodged final progress report has been processed by QRA, MARS will create a *Draft close out submission*. Open the *Draft close out submission* in the MARS portal:

- details of completed activities/works
- final actual costs reported against the approved activities and capped values
- reasons for variances
- references to line item values in the evidence of expenditure and reconciled to the final progress report values
- references to evidence demonstrating the approved scope of activities or works have been completed (photographic evidence (JPG including EXIF metadata, GPS coordinates and date taken) or non-photographic evidence such as contractor invoices, job sheets, reports evidencing the completed approved activities.

Contact your RLO for assistance.

## PART C - GOVERNANCE

### 18. Certification

All funding submissions lodged with QRA must be certified by the Chief Executive Officer, or equivalent or their delegated representative.

### 19. 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.

### 20. Variations

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.

### 21. 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.

### 22. 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.

## 23. Extension of Time

An extension of time beyond the detailed eligible timeframes may be requested in exceptional circumstances. QRA will assess requests for an extension to an eligible timeframe on a case-by-case basis.

Funding recipients are required to contact your 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.

## 24. Assurance activities

Funding recipients 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.

## 25. Goods and Services Tax (GST)

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

## 26. 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 DFRA.

## 27. Public acknowledgement of joint Australian Government and State Government assistance

Eligible applicants must acknowledge DRFA funding contribution in public materials, which 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.

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 which will oversee approval of media events and associated materials, in consultation with the National Emergency Management Agency

(NEMA). 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 agency in conjunction with funding recipients, will identify announcement, progress and finalisation of program media opportunities. Funding recipients will communicate these opportunities to QRA, which will advise NEMA.

# Annexure 1 – DRFA CAT D Clean Up grants - eligible events and funding rounds

## 2023-24 Financial Year

Approved package		
Eligible event/s	Tropical Cyclone Jasper, Associated Rainfall and Flooding, 13 - 28 December 2023	South Queensland Severe Storms and Rainfall, 24 December 2023 - 3 January 2024
AGRN	AGRN 1088	AGRN 1094
Approved funding	\$10,000,000.00	\$10,000,000.00
Eligible local government areas	<ul style="list-style-type: none"> <li>• Cairns Regional Council</li> <li>• Cassowary Coast Regional Council</li> <li>• Cook Shire Council</li> <li>• Douglas Shire Council</li> <li>• Hope Vale Aboriginal Shire Council</li> <li>• Mareeba Shire Council</li> <li>• Tablelands Regional Council</li> <li>• Wujal Wujal Aboriginal Shire Council</li> <li>• Yarrabah Aboriginal Shire Council</li> </ul>	<ul style="list-style-type: none"> <li>• City of Gold Coast Council</li> <li>• Logan City Council</li> <li>• Scenic Rim Regional Council</li> </ul>