



# Recovery Project Managers Funding Guidelines 2023-24

---

*Joint (Commonwealth and Queensland governments) Guidelines*

---



Australian Government



Queensland  
Government

## Document details

<b>Security classification</b>	<b>Public</b>
<b>Date of review of security classification</b>	February 2024
<b>Authority</b>	Queensland Reconstruction Authority
<b>Author</b>	Director Initiation
<b>Document status</b>	<b>Endorsed</b>
<b>Version</b>	1.0
<b>QRA Reference</b>	DOC/24/8551

## Copyright

This publication is protected by the *Copyright Act 1968*.

© The State of Queensland (Queensland Reconstruction Authority) January 2024

## Licence



This work is licensed by State of Queensland (Queensland Reconstruction Authority) under a Creative Commons Attribution (CC BY) 4.0 International licence. To view a copy of this licence, visit: <http://www.creativecommons.org/licenses/by/4.0/au/>

In essence, you are free to copy, communicate and adapt this publication, as long as you attribute the work to the State of Queensland (Queensland Reconstruction Authority).

To view a copy of this licence, visit [www.creativecommons.org/licenses/by/4.0/](http://www.creativecommons.org/licenses/by/4.0/).

## Interpreter



The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this report, you can access the Translating and Interpreting Services via [www.qld.gov.au/languages](http://www.qld.gov.au/languages) or by phoning 13 14 50.

## Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

## Copies

Copies of this publication are available on our website at [www.qra.qld.gov.au](http://www.qra.qld.gov.au)

Further copies are available upon request to:

### Queensland Reconstruction Authority

PO Box 15428  
 City East QLD 4002  
 Phone 07) 3740 1700  
[info.qra@qra.qld.gov.au](mailto:info.qra@qra.qld.gov.au)  
[www.qra.qld.gov.au](http://www.qra.qld.gov.au)

## Contents

<b>PART A – OBJECTIVES AND REQUIREMENTS</b> .....	2
1. Introduction .....	2
2. Objectives and outcomes .....	2
3. Timeframes .....	3
4. Funding .....	3
5. Eligible applicants.....	3
6. Eligible activities .....	3
7. Ineligible activities .....	4
8. Eligible costs .....	4
9. Ineligible costs.....	5
<b>PART B – HOW TO APPLY</b> .....	5
10. Submission requirements .....	5
11. Lodging submissions.....	5
11.1 Assessment and approval.....	6
12. Program delivery and progress reporting.....	6
13. Acquittal requirements.....	7
<b>PART C - GOVERNANCE</b> .....	8
14. Certification .....	8
15. Funding Agreement.....	8
16. Variations .....	8
17. Procurement.....	8
18. Record Keeping.....	8
19. Extension of Time.....	8
20. Monitoring and evaluation .....	9
21. Assurance activities.....	9
22. Goods and Services Tax (GST).....	9
23. Insurance .....	9
24. Public acknowledge of joint Australian Government and State Government assistance .....	9

## PART A – OBJECTIVES AND REQUIREMENTS

<b>Funding program</b>	Disaster Recovery Funding Arrangements (DRFA) - Category D	
<b>Funding initiative</b>	Recovery Project Managers	
<b>Purpose</b>	Direct funding to enable severely impacted local governments to engage project managers and skilled workers to design, coordinate and manage extraordinary recovery efforts following the exceptional disaster event.	
<b>Available Funding</b>	<b>Total capped funding of \$1 Million</b>	
<b>Eligible disaster event/s</b>	AGRN 1088 – Tropical Cyclone Jasper, Associated Rainfall and Flooding, 13 - 28 December 2023	AGRN 1094 – South Queensland Severe Storms and Rainfall, 24 December 2023 - 3 January 2024
<b>Eligible local government areas</b>	Douglas Shire Council Wujal Wujal Aboriginal Shire Council	Scenic Rim Regional Council
<b>Administered by</b>	Queensland Reconstruction Authority (QRA)	
<b>Delivered by</b>	QRA	
<b>More information</b>	Contact your QRA Regional Liaison Officer (RLO)	

### 1. Introduction

The **Recovery Project Managers** funding Initiative is activated as a component of a jointly funded Australian and Queensland Government (50:50) exceptional circumstances funding package approved under Category D of the *Disaster Recovery Funding Arrangements (DRFA)*.

### 2. Objectives and outcomes

The objectives of the Recovery Project Managers Initiative:

- enable the most severely impacted councils to each engage a specialised recovery project manager to work within council to effectively design, coordinate and project manage the scale and complexity of recovery needs
- embed broader project management capability within council, focused solely on the recovery effort to enable a smoother transition to recovery for council and the community.

Outcomes:

- Local government recovery from these extraordinary events is locally led and the complex recovery effort is supported with specialist recovery project management expertise and guided by a recovery plan.

### 3. Timeframes

Requirement	Timeframe
<b>Lodgment due date</b>	Submissions are to be lodged with QRA within one (1) month from the end of the financial year (FY) of the event i.e. by 30 July 2024.
<b>Completion timeframe</b>	Activities are to be completed within 12 months from the end of the FY of the event (i.e. by 30 June 2025).
<b>Annual acquittal</b>	As the completion timeframe is within 12 months, annual acquittals are not required. Funding is to be acquitted on completion of all project activities.  Should an extension to the completion timeframe be granted, 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).
<b>Final acquittal</b>	Final acquittal must be lodged within three (3) months from the end of the FY the works were completed (by 30 September).

### 4. Funding

Funding is approved as a capped amount, shared equally across the eligible local governments to enable each to engage a Recovery Project Manager for a maximum of 12 months to coordinate and manage extraordinary recovery efforts within the eligible timeframe.

QRA may seek to reallocate funding across DRFA Category C and D packages, in consultation with the National Emergency Management Agency (NEMA).

### 5. Eligible applicants

Eligible event	Eligible applicant
Tropical Cyclone Jasper, Associated Rainfall and Flooding, 13 – 28 December 2023	Douglas Shire Council
	Wujal Wujal Aboriginal Shire Council
South Queensland Severe Storms and Rainfall, 24 December 2023 - 3 January 2024	Scenic Rim Regional Council

### 6. Eligible activities

Engagement of a specialised Recovery Project Manager with the skill set required to meet the scale and complexity of the Council and community recovery need resulting from the impacts of the extraordinary event.

Eligible Recovery Project Management activities include:

- planning, coordination and communication activities that limit further impact on the

community and support effective recovery of council and the community

- working alongside council leadership, resources, local recovery groups and the community to coordinate development and implementation of council's recovery plan
- developing and implementing a recovery engagement strategy incorporating community, council staff, contractors and state agency representatives
- overseeing the recovery and reconstruction effort utilising effective program management strategies
- project managing internal and external resources, suppliers and contractors necessary to meet the scale and complex recovery needs
- planning and sequencing activities to meet the unique needs and challenges of council and the community
- managing competing needs of diverse agencies and contractors responsible for reconstruction, to limit additional impact on the community
- identifying and assisting in contracting specialist expertise and resources required to meet specific recovery needs
- reporting regularly on progress to Council to inform monthly reporting to QRA and quarterly reporting via QRA to the Commonwealth.

Local governments can, once the project managers are on the ground and working through the recovery and reconstruction challenges have the option to work with the QRA to bring in additional technical support as required, such as specialist engineers if required for land stabilisation works (or other technical advice not available to Council), or communications professions to assist with ensuring that the community is kept informed of progress and the benefit of the funding provided under the DRFA.

## 7. Ineligible activities

Ineligible activities are recovery and reconstruction activities and works that are eligible for reimbursement under other DRFA funding relief measures. For example, program management and specialist resources delivered under:

- Clean up grants,
- Emergency Works,
- Counter Disaster Operations,
- Reconstruction of Essential Public Assets,
- Betterment and
- Immediate Reconstruction Works.

## 8. Eligible costs

Eligible costs must be **directly associated** with eligible activities and completed within the eligible timeframes.

Costs associated with eligible activities include:

- procurement of the contracted Recovery Project Manager
- travel, expenses and accommodation costs in line with government policies
- operating costs including face to face engagement, workshops, communication material.

All activities and expenditure must comply with the Council's financial, purchasing and travel policies and Council's procurement policies.

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

## 9. Ineligible costs

Council will be responsible for all ineligible costs and costs incurred above the approved capped amount. Ineligible costs include:

- costs not directly associated with eligible activities
- 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 event
- costs of works/activities incurred outside the completion timeframe
- purchase of assets and capital equipment.

## PART B – HOW TO APPLY

### 10. Submission requirements

Eligible applicants are required to lodge a submission detailing the proposed scope, key milestones, start and end dates, internal cost codes, and proposed values at a line item level to enable reporting against agreed deliverables, and to measure the outcomes of the initiative as scope is completed.

### 11. Lodging submissions

Contact your RLO for a copy of the submission form and assistance in drafting your submission in the MARS portal.

Enter the title of the specific event and complete all fields including references to any supporting evidence.

If the submission is claiming the actual costs of completed activities, ensure the claimed values reconcile to the detailed evidence of expenditure.

Review your submission data and evidence to ensure it meets the Guideline objectives and eligibility requirements.

To lodge directly in MARS, refer to the MARS User Guide.

To lodge via the QRA submissions inbox, attach the following to an email:

- the completed excel submission form
- corresponding scanned certification signed by your delegated officer
- evidence supporting the submission scope of activities and costs and
- email to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) and cc your RLO.



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

## 11.1 Assessment and approval

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

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 (**Estimates**).

Applicants seeking the reimbursement of scope of activities 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 (**Actuals**).

## 12. Program delivery and progress reporting

**Submissions approved on estimates:** Monthly progress reporting is mandatory throughout program delivery to ensure funding recipients 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.

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

- 90 per cent of the approved capped value or
- 90 per cent of 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.

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



## 13. Acquittal requirements

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

### To acquit funding submissions:

**1. 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.

Once the lodged final progress report has been processed by QRA, MARS will create a ***Draft Close Out Submission***.

### 2. Open the ***Draft Close Out Submission*** in the MARS portal and:

- enter details of completed approved activities
- enter final actual costs reported against the approved activities and capped values
- provide reasons for any variances in scope, timeframes or values
- include references to line item values in the evidence of expenditure
- attach evidence demonstrating the activities have been delivered in line with approved scope and guideline requirements, including final report to Council demonstrating the deliverables against the contracted position, Guideline objectives and outcomes e.g. of Council's Recovery plan and delivered activities and outcomes
- ensure final reported values in MARS reconcile to the final progress report and evidence of actual expenditure
- review and progress the submission for lodgement.

Contact your RLO for assistance.

## PART C - GOVERNANCE

### 14. Certification

All funding submissions lodged with QRA must be certified by the Applicant Organisation's Director General, Chief Executive Officer or equivalent, or their delegated representative.

### 15. 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.

### 16. 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, the delivery agency must provide QRA with updated project information.

### 17. Procurement

When procuring goods or services QRA's funding recipients must align with applicable procurement policy. When procuring goods or services, local governments must align with the *Local Government Act 2009* or *City of Brisbane Act* and their own procurement policy. State Government agencies must comply with the Queensland Procurement Policy.

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

### 18. Record Keeping

All funding 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 the Department or 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.

### 19. Extension of Time

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

Funding recipients are required to contact your 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.

## 20. Monitoring and evaluation

The program will be evaluated against a series of key evaluation questions which cover the domains of Appropriateness, Effectiveness, Efficiency, Impact and Sustainability. QRA will support the delivery agency in undertaking this, including development of a Monitoring and Evaluation (M & E) Framework to assist with the gathering of relevant data during the life of the initiative and to determine what evaluation processes could apply during and after implementation.

## 21. Assurance activities

Funding recipients may be required to provide documentation to support assurance activities. These assurance activities may include, but are not limited to:

- audit
- site inspections
- obtaining relevant documentary evidence to support estimated reconstruction costs and or value for money assessments
- verification reviews on measures or projects.

## 22. Goods and Services Tax (GST)

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

## 23. Insurance

Funding recipients 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.

## 24. Public acknowledge of joint Australian Government and State Government assistance

Funding recipients must acknowledge DRFA funding contribution in public materials, including but not limited to:

- media releases, social media, posters, advertising and signage associated with the approved scope
- 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 the Australian Government. QRA will oversee approval of media events and associated materials, in consultation with 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 funding programs are being delivered, NEMA in conjunction with the funding recipients, will identify announcement, progress and finalisation of program media opportunities. NEMA will communicate these opportunities to QRA which will advise funding recipients.

Contact QRA for assistance and approval for any releases at [media@gra.qld.gov.au](mailto:media@gra.qld.gov.au) or (07) 3740 1700.