

RACQ Get Ready Queensland 2015-16

Funding program guidelines
September 2015



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An electronic copy of this report is available on the Department of Infrastructure, Local Government and Planning's website at www.dilgp.qld.gov.au

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Introduction

Overview

The Queensland Government has established a program to position Queensland as Australia's most disaster resilient state. The year-round program will run until the end of financial year 2016-17. The program is an all-hazards, resilience building initiative under one brand.

In 2015-2016, \$2 million has been committed in grants to local governments to encourage local community participation in preparedness and resilience building initiatives.

A major focus for the statewide program is RACQ Get Ready Week (12-18 October 2015) and RACQ Get Ready Queensland Day (18 October 2015).

Through RACQ Get Ready Week, grant recipients are to demonstrate a commitment towards developing public/private partnerships that showcase innovation and capability.

RACQ Get Ready Day is an opportunity to focus minds and efforts on achieving resilience-building activities from the ground up.

Funding for local governments will help facilitate locally-driven events and initiatives that focus on the individual and community aspects of preparedness and resilience.

Funding available

The 2015-16 RACQ Get Ready Queensland funding program has a total funding allocation of \$2 million.

Objectives

The objectives of RACQ Get Ready Queensland are to:

- position Queensland as Australia's most disaster-resilient state
- integrate all preparedness activities year-round under one brand
- encourage all Queenslanders to participate.

Eligibility

This initiative applies to all Queensland councils and the Weipa Town Authority. All grant recipients will receive funding for community resilience-building activities.

Funding details

The grant formula is primarily based on population.

The funding period is for the 2015-16 financial year (1 July 2015 to 30 June 2016). All monies are to be expended during that period.

Important timeframes

The funding allocations will be made to the grant recipient following approval by the Deputy Premier, Minister for Transport, Minister for Infrastructure, Local Government and Planning and Minister for Trade.

A funding program certificate of expenditure is due to the Department of Infrastructure, Local Government and Planning by 31 July 2016.

Desired outcomes

Expenditure should be directed towards the improvement of community resilience. Community resilience can be defined as the ability of individuals, families and communities to prepare for, recover from, and adapt to the human and social impacts of disaster events. Activities which enhance community resilience also contribute to:

- community connectedness
- understanding risk and vulnerability
- planning and procedural preparation, and/or
- availability of local resources.

Expenditure should work toward achieving the goals and outcomes of the Queensland Strategy for Disaster Resilience, which are:

Goal 1: Understand the risks and proactively prepare for disasters.

Goal 2: Minimise disaster impacts through flexible and adaptive planning.

Goal 3: The economy is able to withstand disaster events.

Goal 4: Reduction of risk to the built environment.

Goal 5: The natural environment is recognised in planning and decision making.

Goal 6: Essential infrastructure and transport systems are disaster resilient.

Goal 7: Governments take a proactive approach to disaster risk reduction.

Goal 8: Greater disaster resilience of public infrastructure after disasters.

A portion of expenditure should contribute towards RACQ Get Ready Week or RACQ Get Ready Day.

Eligible expenditure may run throughout the remainder of the financial year or during any portion of that period.

Eligible expenditure should promote the RACQ Get Ready Queensland aims and brand.

RACQ Get Ready Queensland branding

It is a requirement that all disaster preparedness activities that utilise RACQ Get Ready Queensland funds must use the RACQ Get Ready Queensland name, logo and branding, in accordance with the program's branding guidelines.

This includes, but is not limited to, any programs and community activities and/or awareness campaigns and promotional or printed materials, such as, posters, signs, and plaques produced with RACQ Get Ready Queensland funding.

Suggested activities

Expenditure associated with the following activities:

- Educational activities conducted in schools on disaster preparedness.
- Business activities, such as, disaster preparedness seminars, post-disaster seminars, business fact sheets and kits.
- Local and regional advertising costs that highlight local disaster risks and contact information for local disaster preparedness. This advertising should not replicate the statewide campaign.
- Local community engagement activities such as information sessions and emergency service expos.
- Neighbourhood awareness activities such as localised guides to disaster preparedness.
- Preparedness activities such as scanning documents onto purpose-sourced USBs.
- Literature for distribution to residents and business owners, which instructs and informs on disaster preparedness tasks.
- Large scale community clean ups that involve the public and provide information on preparedness. For example, a community clean-up day or working bee.
- The encouragement and facilitation of greater networks and partnering relationships with targeted community groups, other local councils, council regions and associations to achieve improved disaster management response capability within the area.

Ineligible activities

Ineligible activities include:

- Expenditure not associated with the delivery of RACQ Get Ready Queensland activities or those that support the goals of the Queensland Strategy for Disaster Resilience.
- Expenditure on council core services.
- Payment of staff wages and equipment in relation to community clean-ups.

Payments

RACQ Get Ready Queensland grant payments will be made as:

- a 90 per cent up-front payment to all grant recipients following receipt of a signed acknowledgement of funding acceptance form and a final report and completed 2014-15 RACQ Get Ready Queensland certificate of expenditure, if not already submitted
- a 10 per cent payment made upon receipt of the 2015-16 RACQ Get Ready Queensland certificate of expenditure form.

Reporting requirements

All grant recipients must submit:

- a list of planned activities to be undertaken in RACQ Get Ready Week (12-18 October 2015) and other list of activities planned for the 2015-16 financial year and emailed to getreadyqld@qld.gov.au **by no later than 25 September 2015**
- a 2015-16 RACQ Get Ready Queensland certificate of expenditure form acquitting expenditure as at 30 June 2016 and emailed to lgfundingunit@dilgp.qld.gov.au **by no later than 31 July 2016.**

Templates and forms

The RACQ Get Ready Queensland plan of activities template and funding acquittal form can be downloaded from the Department's website at: www.dilgp.qld.gov.au.

Right to Information

The Queensland Government has made a commitment to provide access to information held by the Government, unless on balance it is contrary to the public interest to provide that information:

- *Right to Information Act 2009*
- *Information Privacy Act 2009*

Contact information

Department of Infrastructure, Local Government and Planning

RACQ Get Ready Queensland website: getready.qld.gov.au

Email: lgfundingunit@dilgp.qld.gov.au

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Department of Infrastructure, Local Government and Planning
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Further information is available on the Department's website www.dilgp.qld.gov.au

Conditions of funding

Head Deed of Funding Agreement

The grant recipient has previously entered into a Head Deed of Funding Agreement ('Head Agreement') with the Department of Infrastructure, Local Government and Planning ('the Department'). The Head Agreement addresses the general conditions of funding.

Acknowledgement of funding acceptance form

The grant recipient is required to sign and return to the Department the acknowledgement of funding acceptance form before any approved funding allocation is made.

The form will provide details of any special conditions, if there are any, of the approved funding allocation associated with delivery of the funding program.

Signing this form confirms that the grant recipient will abide by the Head Agreement, these funding guidelines and any special conditions.

Relationship between Head Agreement, the funding guidelines and acknowledgement of funding acceptance form

These funding guidelines and acknowledgement of funding acceptance form are subordinate to the Head Agreement in all respects. The Head Agreement should be read in conjunction with these two documents.

Payment schedule

Payment schedule	
First Payment 90%	<p>The approved funding allocation will be paid to the grant recipient within 10 working days of the Department receiving:</p> <ul style="list-style-type: none"> the signed acknowledgment of funding acceptance form, and a final report and completed 2014-15 RACQ Get Ready Queensland certificate of expenditure, if not already submitted.
Final Payment 10%	<p>Paid upon receipt of a 2015-16 RACQ Get Ready Queensland certificate of expenditure form acquitting expenditure as at 30 June 2016.</p>

Grant payment and acquittal

The Department agrees to pay the grant recipient the approved funding allocation.

The grant recipient agrees that the approved funding allocation provided by the Department is a subsidy only, and the grant recipient will meet all other associated costs.

Payments will be paid by electronic funds transfer (EFT). Payment by way of EFT is subject to the grant recipient completing the Payment by Electronic Funds Transfer form, provided by the Department.

Payment of the approved funding allocation is further subject to the Department being satisfied with:

- the grant recipient meeting any special conditions detailed in the acknowledgment of funding acceptance form;
- the general performance and accountability of the grant recipient in relation to these funding guidelines and any other agreement between the Department and the grant recipient; and
- the general performance and accountability of the grant recipient in relation to any other grants and subsidies provided by the Department to the grant recipient.

The grant recipient agrees to expend the approved funding allocation to meet the objectives of the funding program. The grant recipient agrees to return any unspent funding for the financial year, or an agreed proportion of the approved funding allocation, to the Department if the conditions outlined in these funding guidelines and the acknowledgment of funding acceptance form are not met to the satisfaction of the Department.

Reporting requirements

The grant recipient is required to provide the Department with the following documentation by the due date indicated:

Due date	Reports due to the Department
25 September 2015	A list of planned activities to be undertaken in RACQ Get Ready Week (12-18 October 2015) and other activities planned for the 2015-16 financial year.
31 July 2016	2015-16 certificate of expenditure acquitting the approved funding allocation for the funding program.

This information will enable the Department to acquit the approved funding allocation provided and assist in the processing of future funding allocations for the grant recipient.

Acknowledgement requirements

The grant recipient agrees to, at the grant recipient's cost, recognise the contribution of the State of Queensland as set out in the acknowledgement guidelines on the Department's website at <http://www.dilgp.qld.gov.au/local-government/grants/acknowledgement-requirements.html>

Project acquittal

The grant recipient acknowledges that the Queensland Government is providing funding for the public benefit. The grant recipient will manage the approved funding allocation under the funding program in such a way as to ensure this occurs and to achieve the objectives of the funding program.

The grant recipient agrees that the expenditure of the approved funding allocation complies with all relevant legislation affecting the purpose, use and benefit to the community.

Buy local

The grant recipient acknowledges that the Department is providing funding under the funding program for public benefit, which includes supporting greater employment opportunities for members of the local community.

When conducting procurement processes, the grant recipient agrees to use its best endeavours to ensure that competitive local firms (that comply with relevant legislation) are given a full, fair and reasonable opportunity. For larger, more complex purchases, 'local' may be interpreted as the whole of Queensland.