

Natural Disaster Resilience Program (NDRP) 2014-15

Guidelines

March 2014

The Department of Local Government, Community Recovery and Resilience leads a coordinated Queensland Government approach to delivering short and long-term solutions for strong local government.

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Contents

Introduction	4
NDRP funding priorities in 2014-15	4
NDRP aim.....	4
NDRP objectives	5
Funding	5
Applying for funding	5
Eligibility	5
<i>Eligible applicants</i>	5
<i>Eligible projects</i>	5
<i>Eligible costs</i>	6
<i>Ineligible costs</i>	6
National Strategy for Disaster Resilience	7
Subsidy rate.....	7
Assessment criteria	7
Approved projects	8
Successful applications	8
Funding period.....	8
Claims for payment.....	8
How to apply	9
Key dates in 2014-15.....	9
Resources	9
More information.....	9
Conditions of funding	10
Glossary	15

Introduction

The Natural Disaster Resilience Program (NDRP) is a competitive grants program jointly funded by the Queensland and Australian Governments under a National Partnership Agreement on Natural Disaster Resilience. The program is administered by the Department of Local Government, Community Recovery and Resilience (the department).

In 2014-15, the Government is providing a joint application package to provide a single point for application and assessment for disaster mitigation and resilience funding administered by the State. The 2014-15 NDRP is being delivered as part of this joint application package.

The joint application package also includes the Local Government Floods Response Subsidy and the Royalties for Regions programs. Both these programs provide dedicated funding for local governments toward flood mitigation and resilience projects.

NDRP funds mitigation and resilience projects relating to all types of natural disaster hazards. Potential recipients include councils and non-government organisations such as volunteering groups and not-for-profits.

A new National Partnership Agreement has been agreed to that commits funds of \$12 million from the Australian Government to NDRP for 2013-14 and 2014-15.

NDRP funding priorities in 2014-15

The funding priorities of NDRP are to:

- mitigate against or build resilience to Queensland's highest natural hazard risks as identified in the 2012 State-wide Natural Hazard Risk Assessment (in order of highest damage):
 - flooding (including flash flooding)
 - tropical cyclone winds and storm surge
 - thunderstorm wind gusts, downbursts and tornadoes
 - hail storms
 - bushfires
 - landslides, earthquakes and tsunamis.
- enhance community preparedness for natural events through community education and awareness training
- build partnerships between sectors and encourage a regional and catchment area approach to mitigation and resilience
- provide support to emergency management volunteers
- contribute towards the action themes of the National Strategy for Disaster Resilience 2011-2020.

NDRP aim

The purpose of NDRP is to:

- make Queensland communities more resilient in relation to natural disasters
- contribute to delivering the strategic priorities under the National Strategy for Disaster Resilience 2011-2020 whilst addressing Queensland natural disaster resilience priorities.

NDRP objectives

The NDRP objectives are to:

- reduce Queensland communities' vulnerability to natural hazards by supporting local governments and other stakeholders to build community resilience
- build partnerships between sectors and encourage a regional and catchment area approach to mitigation and resilience
- provide support to emergency management volunteers.

Funding

A total of \$24 million in NDRP funding is available in 2014-15 to support delivery of natural disaster resilience projects. This funding consists of \$12 million each from the Queensland and Australian Governments.

Applying for funding

Eligibility

Eligible applicants

Organisations considered eligible for NDRP funding are:

- local government bodies constituted under the *Local Government Act 2009* and the *City of Brisbane Act 2010*
- Regional Organisations of Councils
- River Improvement Trusts
- government bodies, including Queensland Government departments and other government agencies within Queensland
- government owned corporations
- incorporated non-government organisations (including volunteer groups), and Queensland-based not-for-profits.

Partnerships between organisations are encouraged and an eligible organisation may submit an application with an ineligible organisation.

Other entities may be deemed by the Minister as an eligible applicant for the purposes of the NDRP.

Ineligible organisations include: small businesses, for-profit volunteer groups, organisations based outside of Queensland, and any other group not specified as eligible in these guidelines.

Eligible projects

Under NDRP, proposed projects must:

- demonstrate a clear link to the NDRP aims, objectives and priorities
- address one or more of Queensland's highest natural hazards listed under the NDRP funding priorities

- demonstrate a contribution to at least one of the seven key action themes of the National Strategy for Disaster Resilience 2011-2020.

Applicants wishing to be considered for flood mitigation funding under either of the other joint application package programs as well as NDRP, should ensure they also meet the priorities and eligibility criteria of those programs.

Eligible NDRP projects include:

- All hazards:
 - projects that are informed by a completed study or risk assessment incorporating consideration of the potential impact on other communities in the region/catchment
 - natural hazard risk assessments and studies
 - research and/or development projects
 - community preparedness, education and training programs
 - evacuation plans
 - local volunteer capacity building.
- Flood mitigation:
 - projects that are informed by a completed flood management study incorporating consideration of the potential impact on other communities with the catchment
 - flood mitigation infrastructure such as levees, detention basins, floodgates, backflow prevention devices that mitigate against flood damage in areas of identified need
 - flood mapping, flood management studies, reports, modelling.

Eligible costs

NDRP is intended only to assist with the direct costs to applicants of an approved project as detailed in the application for funding.

Under the NDRP, eligible project costs are the total project costs from the application less any other funding contributions to the approved project, less any ineligible costs.

Program funding may be used for the following:

- remuneration costs for technical or professional work time over and above 100 hours (excluding executive duties) on the planning, designing or construction (including technical supervision) of approved works
- the cost of administrative staff specifically engaged for the project, but does not include any portion of the remuneration of any other clerical or administrative staff of the council, or general overhead charges.

These costs must be detailed in the application for funding.

Under certain situations an exemption or variation to the exclusion limit of remuneration costs for technical or professional work time under 100 hours may be applied. Applicants should request and provide justification in their application if they wish to be considered for a variation to the eligible project costs. Contact the department if you require clarification on the eligibility of the proposed project and costs.

Ineligible costs

NDRP applications must exclude costs not directly associated with the project. Ineligible costs include:

- house raising
- legal costs
- in kind contributions
- official opening expenses
- ongoing operational and management costs
- work that has already commenced or been completed
- duplication of existing initiatives

- core business for an organisation
- purchase of core business capital equipment such as motor vehicles and office equipment
- temporary works, except where required as part of the construction of the eligible works
- remuneration of executive officers.

These lists should not be interpreted as either prescriptive or comprehensive. Contact the department if you require clarification on the eligibility of the proposed project and costs.

National Strategy for Disaster Resilience

Projects funded under NDRP are to contribute towards the fulfilment of the National Strategy for Disaster Resilience 2011-2020. NDRP applicants are advised to familiarise themselves with the strategy, and should demonstrate a contribution to at least one of the seven key action themes of the strategy:

- Leading change and coordinating effort
- Understanding risks
- Communicating with and educating people about risks
- Partnering with those who effect change
- Empowering individuals and communities to exercise choice and take responsibility
- Reducing risks in the built environment
- Supporting capabilities for disaster resilience.

Subsidy rate

NDRP projects are funded on a cost sharing basis between the applicant, Queensland Government and the Australian Government. Each contributes an equal share (one-third). Therefore the maximum allocated subsidy rate is 67 per cent of the eligible project costs.

The Minister may determine an alternative rate for an approved project. Under NDRP, eligible project costs are the total project cost minus ineligible components and any other funding contributions to the project.

Other funding contributions include: funding from partners, government grant funding received or applied for, and in-kind contributions.

Assessment criteria

NDRP applications must meet the eligibility criteria. Projects that meet the eligibility criteria will be assessed against:

- the NDRP aim and objectives
- how the proposed project meets the 2014-15 NDRP funding priorities
- addressing one or more of Queensland's highest natural hazards risks
- demonstrating a contribution to at least one of the seven key action themes of the National Strategy for Disaster Resilience 2011-2020
- demonstrating a regional or catchment area approach to resilience
- evidence that consultation has occurred with neighbouring councils
- ability to enhance community resilience by building partnerships between sectors/regional or catchment areas
- the project provides value-for-money

- the project is ready to proceed and can be delivered within approved timeframes
- the applicant has the capability to deliver the project, such as appropriate staff expertise and capacity to manage the implementation of the project (capability may be sourced externally)
- the project has demonstrated community support and provides evidence of priority need and clear benefits to the community
- the applicant's proven ability to delivery previous Queensland Government funded projects.

Approved projects

Successful applications

Successful applicants will be required to enter into a funding agreement with the department before commencing the project and making claims for payments.

Projects approved for funding under more than one funding program will be required to enter into an integrated funding agreement between the recipient and the State.

Approved projects will receive the first 30 per cent of NDRP funding on execution of the funding agreement and submission of a project plan. Further payments will be made as progress claims are submitted.

Funding period

The funding period for the approved project is a maximum of 12 months from the date of approval. In certain circumstances the project complexity may require a longer funding period and this will be negotiated on a case by case basis. The grant recipient must ensure that:

- all project work is completed within the funding period
- all final reporting and claims for payment are submitted to the department within one month after the project completion date.

Claims for payment

The funding agreement provides details of the payment schedule for each project. The funding will be administered on a 30:60:10 payment model.

A first payment equal to 30 per cent of the approved funding will be made following the execution of the funding agreement by both parties. In particular circumstances, the department may approve a different payment schedule.

Once the first payment has been expended and acquitted, the funding recipient must then submit claims for progress payments at the approved subsidy rate against works completed (up to 60 per cent of approved funding), in accordance with the funding recipient's payment forecasts and project plan.

A final payment of 10 per cent will be made on completion and acquittal of the project.

Each claim for payment must be made on the prescribed form, with certification by the funding recipient that the works have been completed satisfactorily, and that expenditure of the amount stated has been properly incurred on the work for which funding was approved in accordance with these guidelines and the funding agreement. Certification must be made by an appropriately delegated officer of the funding recipient, or other persons as agreed by the department.

The prescribed form for claiming payments is available on the department's website:
www.dlgcr.qld.gov.au

How to apply

The Joint Application Package 2014-15 provides applicants with the necessary information to apply for disaster mitigation and resilience funding:

- complete and submit one application for each individual project irrespective of the funding program. It is not necessary to identify a particular funding program—a single application for each project is all that is required
- submit each completed application and all supporting project documents electronically via email to lgfundingunit@dlgcr.qld.gov.au
- complete all sections relevant to the project (use the relevant sections and schedules as a guide)
- ensure the certification form is completed.

Key dates in 2014-15

Applications open	25 March 2014
Applications close	12 May 2014
Announcement of successful projects	From June 2014

Applications must be received by the application closing date to be considered for funding.

Resources

Department of Local Government, Community Recovery and Resilience:
<http://www.dlgcr.qld.gov.au/grants-and-subsidies-programs/>

Queensland Reconstruction Authority - Floodplain maps
<http://www.qldreconstruction.org.au/maps/floodplain-areas>

Queensland Reconstruction Authority: <http://www.qldreconstruction.org.au/>

Queensland Floods Commission of Inquiry: <http://www.floodcommission.qld.gov.au/>

More information

For more information on the NDRP, contact the Department of Local Government, Community Recovery and Resilience.

Brisbane Office email: lgfundingunit@dlgcr.qld.gov.au

Phone: 07 3452 6725

Northern Region Phone: 07 4758 3420

Southern Region Phone: 07 3452 6762

Conditions of funding

Minister retains rights and powers

The Minister retains all rights and powers to make all decisions and actions that the Minister sees fit in order to achieve the priorities and objectives of the relevant Queensland Government funding program.

The Minister may require funding recipients to provide all such documents or to remedy irregularities, as deemed necessary, to demonstrate the appropriate management and use of State and/or Commonwealth funds.

The Minister may delegate, either generally or in specific cases, the powers and duties of the Ministers under this program, where appropriate.

Risk management

At the time of making an application, all applicants are required to demonstrate that they have considered the risks inherent in the proposed project. Funding recipients will be required to develop and implement a risk management plan as part of their obligations under the funding agreement.

Funding period

The funding period for all projects approved under the 2014-15 NDRP is a maximum of 12 months. In certain circumstances the project complexity may require a longer funding period and this will be negotiated on a case by case basis. The funding recipient must ensure that:

- all aspects of an approved project are completed within the approved funding period
- all claims for payment are submitted within one month following the completion date of the approved project.

Funding approvals will lapse upon the expiration of the approved funding period, at which point the department's commitment to the funding payments will be discharged and unclaimed funding will be forfeited.

Funding recipients may request an extension of time (see extensions of time section below).

Approval prior to commencement of works

Prior to commencing works on an approved project where funding has been granted, recipients must:

- obtain confirmation of Queensland Government funding approval for the project
- enter into a funding agreement with the department.

Works are considered to have commenced once

- actions incurring physical changes to a proposed project site have been instigated, or
- the funding recipient enters into a contract or tender for the project.

Funding agreement

Successful applicants are required to enter into a funding agreement with the department before commencing the project and making claims for payments.

Forecasts of cash flows

Funding recipients are required to provide forecasts of cash flows and milestones at the time of executing the funding agreement for a project. This will align with the project plan and indicate dates when payment claims are expected to be lodged with the department.

Should project expenditures or timeframes vary following commencement, the funding recipient must provide updated cash flow forecasts and revised project timeframes to the department within 10 working days of these variances being identified.

Regulatory requirements

Queensland Government funding approvals and payments are conditional on the funding recipient observing all relevant laws and state or Commonwealth policies. The Queensland Government provides funding assistance only and does not relieve a funding recipient from:

- performing or observing all conditions and duties that may apply to the works under any Act, Law or Regulation, or
- having due regard to any relevant state or Commonwealth policies.

Approval of funding under Queensland Government process does not imply that any necessary licences or approvals will be granted, or that agencies will make favourable policy decisions. Funding recipients must independently obtain all necessary permits, licences, consents, or a clear statement of requirements, from relevant parties prior to commencement of projects.

Following the completed construction of an approved project, the funding recipient must independently obtain all relevant approvals and certifications as required by any Acts, Laws or Regulations.

Where licences cannot be obtained prior to completion, the final 10 per cent of the approved assistance may be withheld by the Queensland Government until licences are obtained.

Third party contributions

Applicants may seek funding contributions for the proposed project from other sources.

Project costs

State subsidies and financial assistance are intended only to assist with the direct costs of approved projects, as detailed in the application for funding.

Roles and responsibilities

The funding agreement clearly specifies the roles and responsibilities of the parties in relation to the funding allocated.

Reporting and evaluation

The funding agreement provides details of reporting and evaluation requirements for the approved project. Funding recipients must submit project progress reports and post completion reports and the results of the project evaluation to the department.

If a funding recipient does not comply with these requirements for an approved project, the final 10 per cent of the approved funding may be withheld until all relevant reporting is submitted to the department.

Goods and services tax

For all approved projects, approved applicants are subject to the Australian Government taxation legislation and associated tax rulings with respect to the goods and services tax (GST). The department and funding recipients are required to comply with this legislation and the relevant rulings.

Claims for payment

The funding agreement provides details of the payment schedule for each approved project.

Final claim for payment

Within one month after the completion of an approved project, the funding recipient must submit a certified claim for final payment along with the relevant completion documentation. As outlined in the funding agreement, a post-completion report must be submitted with the final claim for payment.

Where the funding recipient does not comply with established reporting requirements, the final 10 per cent of the approved funding may be withheld until all relevant reporting is submitted to the department.

Once the certified claim for final payment has been submitted, additional funding requests for the approved project will not be considered.

Extensions of time

In exceptional circumstances, the Minister or delegate may approve a request for an extension of time to complete a project. A formal request for an extension of time should be submitted to the relevant department before the approved project completion date.

Suspension of works

Where project works have been delayed for any reason, the funding recipient must immediately notify the relevant contact officer, as specified in the funding agreement, indicating reasons for the delay and the anticipated date of recommencement of works.

Incomplete projects

Where a funding recipient determines that work on a project will cease and will not be completed, the funding recipient may be required to repay all or part of the financial assistance received as outlined in the funding agreement executed for the project.

Retention money

Retention money held by the funding recipient may be included as part of the final project costs when submitting a certified claim for final payment.

Rights to site inspections

The Minister, or any person/s authorised by the Minister, may inspect the site of any project prior to, during and/or after completion of works.

All reasonable requests by the Minister or by authorised person/s for access to the site of an approved project must be complied with by the funding recipient.

Acknowledgment of the funding

Funding recipients must acknowledge the contributions of the State or Australian Government funding. For capital works projects, this may include:

- erection of signage at construction sites
- placement of a plaque or sign once construction is finished
- acknowledgment in publicly made statements, or appropriate documentation.

Further information on acknowledgement requirements including the use of the Queensland Government logo can be found within the funding agreements for each funding program.

Privacy and confidentiality

The use and disclosure of information provided by applicants for the program is regulated by the relevant provisions and penalties of the *Right to Information Act 2009* and the *Information Privacy Act 2009* and the general laws of the State of Queensland.

The information contained in applications will be regarded as private and confidential and will be treated as such by the department. This is subject to the operational need to provide applications to assessors, and any statutory or legal requirements to provide information to the Parliament and other organisations, for audit, law enforcement, investigative or other purpose. As part of the assessment of an application, the department may need to consult with, and provide material from the application to, other government agencies or bodies, other organisations and/or relevant individuals, in order to substantiate any claims or statements made in the application form, or to otherwise assist in the assessment of the application. If this occurs, the department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality provisions.

Following approval of an application, the broad details of an application (e.g. the identity of the successful applicant, the funding amount awarded, and a brief description of the project) may be disclosed by the department for purposes such as promoting the program and reporting on the program's operation and policy development.

Funding agreements

Successful applicants are required to enter into a funding agreement with the department before commencing the project and making claims for payments.

The agreement provides details on general and specific conditions of funding associated with delivery of the funding program

More information on funding agreements can be found from the department's website at [Grants and subsidies - Queensland Government](#) .

Glossary

assistance	a monetary allocation under the Queensland Government disaster mitigation and resilience funding program approved by the Ministers provided to assist to conduct approved projects
approved or approval	the approval by the Ministers or Executive Council
approval date	the date which a proposed project receives approval by the Ministers or Executive Council
approved applicant	a council or other entity for whom funding is approved by the Ministers under a specified program
authorised person	an officer or employee of a government department or other person authorised by the Ministers to perform a specific function or duty
capital works	works of a lasting nature to be used by or to provide services to people. The term, where necessary, includes land, buildings, major items of plant, machinery or other equipment, but does not include component replacement or periodic maintenance
chief executive officer	the head of an organisation
council or councils	a local government body
eligible project costs	eligible project costs equals the total project costs as per application/approval: <ul style="list-style-type: none">• less any other contributions to the approved project and/or• less any ineligible costs
extension of time	the approval by the Minister of additional time in which the funding recipient can complete the approved project
funding agreement	a head of agreement and sub-agreement forms the formal funding arrangement between the recipient and the department for the project
funding period	the period from the approval date to the project completion date as stipulated in the funding agreement
funding recipient or recipient	an eligible organisation in receipt of a subsidy for an approved project.
lapsing	the discharging of a commitment to provide funding assistance to an approved project
mayor	the mayor of a council or in the case of Brisbane City Council, the Lord Mayor
Minister	the Minister responsible for the respective Queensland Government disaster mitigation and resilience funding program for the NDRP - the Minister for Local Government, Community Recovery and Resilience
prescribed form	a form issued by the department
project	a discrete set of activities, producing a defined range of infrastructure or other defined outputs, within a specified timeframe
project completion date	the date by which approved project works must be completed, as stipulated in the funding agreement.
retention money	is money held by the funding recipient to ensure that a contractor makes good any defects identified following completion of the project, as per the agreed contract
round	the period of time when requests for funding applications are open to organisations
sub-agreement	a sub-agreement that forms part of the formal funding agreement executed by the recipient and the department providing details of the funding approved, approved project and conditions related to the specific funding program
tender	means an offer specifying prices, costs and other details under which a person will enter into a contract with an approved applicant

third party contributions	funding contributions to the project received from other sources e.g. other state agencies, Australian Government or the private sector
total project costs	those costs are directly attributable to the proposed project as at the time of application or approval
work or works	means identifiable part/s of a project