

Clean-up and repair of community recreational assets and facilities

Guidelines

This program of joint Australian Government and Queensland Government funding is to clean up and repair community and recreational assets damaged as a direct result of the North and Far North Queensland Monsoon Trough, 25 January – 14 February 2019



Queensland Government



Australian Government

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Clean-up and repair of community recreational assets and facilities

DRFA Category C	Funding to clean up and repair community and recreational assets damaged as a direct result of the Monsoon Trough
Available funding	\$20 million
Administered by	Queensland Reconstruction Authority will administer delivery of this program across local governments and state agencies. Department of Housing and Public Works, Sport and Recreation will administer funding to not-for-profit sport and recreation organisations.
Eligible applicants	Local governments, State agencies, and not-for-profit organisations with event-damaged recreational assets and facilities located in areas activated for DRFA for the Monsoon Trough, prioritised to severely impacted areas.
More information	Queensland Reconstruction Authority Phone: (07) 3008 7200 Email: Submissions@qra.qld.gov.au

1. Purpose

The purpose of the jointly Australian and Queensland Government funded (50:50) Clean-up and Repair of Community Recreational Assets and Facilities Program is to assist in the clean-up and repair of community and recreational assets that have been damaged by the North and Far North Queensland Monsoon Trough, 25 January – 14 February 2019 (Monsoon Trough), and alleviate distress and accelerate the recovery of those communities impacted by the devastating effects of the event.

This Program is one component of a jointly funded, exceptional circumstances Category C & D package approved under the *Disaster Recovery Funding Arrangements (DRFA) 2018*, following the Monsoon Trough.

2. Objectives

The objectives of the \$20 million Category C Clean-up and Repair of Community Recreational Assets and Facilities Program are to provide DRFA funding to:

- enable local governments and state agencies to clean-up and repair recreational assets and facilities that have been damaged by the Monsoon Trough and are considered ineligible for DRFA Category B restoration funding
- enable not-for-profit sport and recreational organisations to repair facilities damaged by the Monsoon Trough and resume service delivery to the community and
- contribute to the restoration of social and community networks, accelerate community recovery and relieve distress caused by the event.

3. Funding

A total of \$20 million in Category C DRFA funding is available under this program. Applicants may lodge more than one project proposal. Funding under this program is approved as a capped amount to the approved project. Prioritisation of available funding across local government, state and not-for-profit projects will be undertaken collaboratively by QRA and DHPW as part of the assessment and approval process.

4. Eligibility criteria

4.1 Eligible applicants

- A. Local government and state agencies must own or operate community recreational assets that are:**
- located in a local government area activated for DRFA for the Monsoon Trough
 - directly damaged by the event, and supported by post disaster evidence
 - ineligible for DRFA Category B funding.
- B. Not for Profit sport and recreation organisations must:**
- be an incorporated not-for-profit sport or recreation organisation with sport or recreation as a primary objective
 - manage sport or recreational assets that have been directly damaged by the Monsoon Trough and are located within a local government area activated for DRFA for the event
 - have the legal right to conduct works on the damaged asset and intend to repair and restore the asset or facility to its pre-disaster function and
 - have limited insurance or no insurance to cover the works on the damaged asset.

Funding will be prioritised to projects based on the applicant's demonstrated community need for the project and the importance of the asset to community participation and engagement.

This funding support is over and above the existing grants available under Category C and D of the DRFA.

4.2 Eligible assets and facilities

Eligible assets and facilities under this program must be

- managed by an eligible applicant, as above and
- directly damaged by the Monsoon Trough and located in an area activated for DRFA for the event. Examples include:
 - boardwalks, walkways, parks, playgrounds and associated amenities or infrastructure
 - beach access points, picnic areas or walking tracks
 - sporting or community recreational facilities
 - road assets within, or leading to, a recreational asset such as a local, state or national park recreational area - including car park facilities
 - important in providing a service to support community participation.

4.3 Eligible works

Eligible works are the works required to clean up or restore the community recreational asset / facilities to its pre-disaster function and resume service delivery to the community.

The cost of works or activities covered by insurance is ineligible.

4.4 Eligible costs

Eligible costs must be directly related to delivering the approved project and may include:

- local government applicant labour and plant costs directly associated with delivering the eligible works
- extraordinary wages such as overtime, additional allowances
- project management, design, supervision and inspection/superintendent costs, including additional administration costs to deliver the approved project/program
- plant operating consumables
- contractor and hire costs
- materials

- repair or replacement of equipment damaged or destroyed by the event, where not covered or only partially covered by insurance. Note – reimbursement of the replacement item is capped at the current depreciated amount or 50 per cent of the replacement price if depreciation is not captured.

4.5 Ineligible costs

- costs associated with preparing, reporting and acquitting DRFA applications and projects
- costs that are reimbursable under other funding sources, including insurance
- non-specific indirect and overhead costs
- costs associated with assessing an asset or facility when no event damage is identified
- profit margins of applicant including (but not limited to) the applicant's supply or use of plant, labour or materials
- legal costs
- purchase of land
- feasibility and planning studies
- temporary works, other than those required to enable completion of the approved project
- duplication of existing initiatives
- ongoing costs such as administration, operation and maintenance
- costs of works completed prior to the Monsoon Trough.

5. Application requirements

5.1 Local government and state agency application requirements

5.2 Expression of interest

Local government and state agency applicants are required to complete an Expression of Interest (Eol) for proposed projects including:

- asset details
- accurate GPS locations of the damaged asset
- description of event damage to asset
- cost estimate or schedule of rates for proposed works to clean up or repair the asset to pre-disaster function, or the actual cost of works where works have been completed
- proposed commencement date and duration of works, or where works are completed actual commencement date and completion date
- importance of the asset to the community including social and economic benefits
- applicant's project priority.

For priority, completed or shovel ready projects, additional information can be supplied with the Eol to accelerate assessment and approval.

Lodging an Eol

- prepare the Eol form from QRA
 - lodge proposed project Eols via the MARS Portal
- Contact you QRA liaison officer for assistance if required.

The QRA will review Eols against the Objectives and eligibility criteria and advise applicants of projects identified for further scoping and consideration.

5.3 Project submissions

Local government and state agency applicants are to provide additional information to progress identified projects, including:

- evidence demonstrating the event damage to the asset, provided in one or more of the following formats: post disaster visual photographs in JPEG format (including EXIF metadata and GPS coordinates, date taken) or video footage, post disaster inspection reports and
- details of proposed works to restore the asset to pre-disaster function (including quotations, plans or drawings where applicable, and cost breakdown) or
- where works are completed, details of actual works and costs supported by a detailed general ledger / payroll report and post completion photographs. Invoices must be available for sampling by QRA.

5.3.1 Not for profit sport and recreational organisation project proposals

Regional DHPW Sport and Recreation officers will consult with eligible not-for-profit organisations and relevant local governments to:

- complete a DHPW application form for each identified project, including:
 - project details
 - accurate GPS location
 - description of event damage
 - post-disaster photographs of the damaged asset (jpeg format and geo-tagged)
 - cost estimate or quotation for proposed works to clean up or repair the asset to pre-disaster function
 - proposed commencement date and duration of works
 - details of other support sought or received under other Category C / D DRFA grant programs, or through insurance.

6. Timeframes

6.1 Local government and state agency timeframes

Key dates:

- Expressions of Interest (Eols) are due to QRA by **19 July 2019**
- All approved projects must be completed by **30 June 2021**
- All approved project close out reports are due to QRA within three months of completing the project and by no later than **30 September 2021** in order to meet Commonwealth DRFA timeframes. Note – this includes DHPW program acquittal report due to QRA by no later than **30 September 2021**.

6.2 Not for Profit sport and recreation organisation timeframes

Key dates:

- DHPW Sport and Recreation officers will consult directly with impacted NFPs
- DHPW list of NFP projects by **June 2019**
- All approved projects must be completed by no later than **30 December 2020**
- All approved project acquittal reports are due to DHPW within three months of project completion, and by no later than **30 March 2021** in order to meet DHPW assessment and reporting timeframes.

7. Assessment and approval

QRA and DHPW will assess and prioritise projects against the Program objectives and eligibility criteria.

As a capped funding program, funding will be prioritised to projects based on the severity of the impact of the event on the local government area and the importance of the asset to local community participation and engagement, e.g. social and economic benefits.

Funding is approved as a capped amount to deliver the approved project. Applicants are responsible for all expenditure over the approved value incurred delivering the approved project, and for all ineligible expenditure.

It is a condition of funding that approved applicants enter into a funding agreement with QRA, or for NFP applicants with DHPW.

8. Reporting and Acquittal

8.1 Local government and state agency reporting, progress claims and acquittal requirements, including DHPW program reporting

Progress reporting and progress claims:

Monthly progress reporting is mandatory throughout project delivery, to ensure applicants update QRA on status of works, dates and expenditure. Monthly progress reports are prepared in the QRA Progress Report Form and lodged through the MARS Reporting Portal detailing:

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

Once actual expenditure has exceeded the initial submission advance, applicants can progressively claim expenditure incurred up to 90 per cent of the approved capped value.

- Claims for expenditure must be lodged with a progress report, a 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 works.

Project acquittal reports must include:

- final progress report detailing the completed approved works
- final actual costs reported against the approved capped amount
- detailed general ledger / payroll report evidencing the final actual expenditure claimed. Supporting source documents must be available for sampling by QRA if requested.
- evidence demonstrating the completed works (JPG including EXIF metadata, GPS coordinates and date taken) typical of the work that has been completed.

8.2 Not for Profit organisation reporting, progress claims and acquittal requirements:

Progress reporting and progress claims:

Progress reporting is mandatory throughout project delivery, to ensure applicants update DHPW on status of works, dates and expenditure. Applicants will be required to sign a deed

which will detail the funding conditions and payment schedules. Reporting will be required, including:

- acquittal of actual expenditure reported against the approved scope of works and approved amount (recommended value)
- project milestones
- any variances in scope, cost or time.

Final project acquittal reports must include:

- final report detailing the completed approved works and certification requirements
- final actual costs reported against the approved amount
- detailed evidence of final actual expenditure claimed. Supporting source documents such as invoices, timesheets etc. must be available for sampling by DHPW or QRA if requested.
- Photo evidence demonstrating the completed works (JPG including EXIF metadata, GPS coordinates and date taken) typical of the work that has been completed.

9. Governance

9.1 Acknowledgment of joint State and Australian Government assistance

Public acknowledgement of joint Commonwealth and State DRFA assistance is required under Section 5.2 of the Commonwealth Guidelines available at:

www.disasterassist.gov.au/Documents/Natural-Disaster-Relief-and-Recovery-Arrangements/disaster-recovery-funding-arrangements-2018.pdf.

The announcement of an eligible measure/s will occur as a joint media statement unless otherwise agreed by the Commonwealth.

In addition, prior agreement must be reached with the Commonwealth on the nature and content of any subsequent events, announcements, promotional material or publicity relating to an eligible measure under the arrangements. This includes but is not limited to: media releases, events, social media, signage and advertising.

As the program is being delivered, the Lead Agency will identify announcement, progress and finalisation of program media opportunities. The Lead Agency will communicate these opportunities to Queensland Reconstruction Authority, which will advise Emergency Management Australia.

Each Lead Agency is responsible for organisation and drafting of media events and associated materials. Queensland Reconstruction Authority (QRA) will oversee approval of these media events and associated materials for government agencies, councils and not-for-profits, in consultation with Emergency Management Australia.

All media events and materials (initial and subsequent) must adhere to the Commonwealth's 2018 Disaster Recovery Funding Arrangements (DRFA) Public Acknowledgement Guidelines.

The Australian Government must be notified in writing where there is an intention to undertake approved Category C and D projects. This notification is undertaken by QRA through quarterly DRFA reporting to the Australian Government.

9.2 Administration

As the lead agency responsible for overarching administration of the DRFA, QRA will work closely with state and local governments to deliver value for money and best practice expenditure and acquittal of DRFA funds within disaster-affected communities.

9.3 Assurance Activities

Applicants 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 costs, scope and or value for money assessments
- verification reviews on measures or projects.

9.4 Certification

All submissions, including progress reports, must be certified by the agency/applicant in line with its delegations.

9.5 Goods and Services Tax (GST)

When claiming reimbursement of expenditure the amount to be lodged must be the GST exclusive actual cost incurred.

9.6 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.

9.7 Procurement

The procurement of goods or services must be in accordance with the relevant 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, reimbursement of these costs are unable to be sought under the DRFA.

9.8 Record Keeping

All applicants must keep an accurate audit trail. DRFA related 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 agencies 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, to confirm acquittal in accordance with the DRFA.