

Community Resilience Fund (CRF)

2015-16 Guidelines

July 2015

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

© State of Queensland. Published by the Department of Infrastructure, Local Government and Planning, July 2015, 100 George Street, Brisbane Qld 4000, Australia.



Licence: This work is licensed under the Creative Commons CC BY 3.0 Australia licence. To view a copy of this licence, visit www.creativecommons.org/licenses/by/3.0/au/deed.en. Enquiries about this licence or any copyright issues can be directed to the Senior Advisor, Governance on telephone (07) 3224 2085 or in writing to PO Box 15009, City East, Queensland 4002

Attribution: The State of Queensland, Department Infrastructure, Local Government and Planning.

The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if it is recognised as the owner of the copyright and this material remains unaltered.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on telephone 131 450 and ask them to telephone the Queensland Department of Infrastructure, Local Government and Planning on-13 QGOV (13 74 68).

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.

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

Contents

Contents	iii
General	1
Introduction and aims	1
CRF objectives	1
Funding	1
Eligible applicants.....	1
How to apply.....	2
Key dates in 2015-16	2
Resources	2
More information	2
Section 1 – Project Overview	3
1.1 Eligible projects	3
1.2 Assessment criteria	3
Section 2 – General funding requirements	5
2.1 Ineligible projects	5
2.2 Eligible costs	5
2.3 Ineligible costs/project components	5
2.4 Subsidy rate	6
Section 3 – General funding conditions	7
3.1 Minister retains rights and powers	7
3.2 Successful applications.....	7
3.3 Funding period	7
3.4 Claims for payment	7
3.5 Regulatory requirements.....	8
3.6 Third party contributions	8
3.7 Approval prior to commencement of works	8
3.8 Forecasts of cash flows	9
3.9 Project costs	9
3.10 Roles and responsibilities	9
3.11 Extensions of time	9
3.12 Suspension of works	9
3.13 Incomplete projects	9
3.14 Retention money	9
3.15 Rights to site inspections.....	9

3.16 Acknowledgment of the funding 10

3.17 Reporting and evaluation..... 10

3.18 Privacy and confidentiality 10

Glossary 11

General

Introduction and aims

The Queensland Government has committed \$40 million in 2015-16 to support local governments to deliver critical infrastructure that will develop and improve resilience in the built environment and support communities in adapting to climate change.

The Community Resilience Fund (CRF) is administered by the Department of Infrastructure, Local Government and Planning (the Department).

The CRF aims to support local governments to:

- fund essential disaster mitigation infrastructure that will support communities to build resilience to future natural disaster events
- fund projects that protect existing essential public infrastructure
- fund projects that safeguard residents in “at risk” communities.

Outcomes from this program will be to protect existing essential public infrastructure, make Queensland communities more resilient in relation to natural disasters, and reduce future expenditure on asset restoration.

CRF objectives

The objectives of the CRF are:

- to help local governments to deliver key natural disaster infrastructure that is informed by the Department of Natural Resources and Mines Queensland Flood Plan Mapping Study and/or a completed flood management study that incorporates consideration of the potential impact of the project on communities downstream (e.g. levees and detention basins to protect lives, property and essential infrastructure) and the needs of the catchment
- to develop significant flood and cyclone mitigation infrastructure highlighted as a priority following the impact of recent disaster events on Queensland communities and infrastructure, as well as unaddressed needs
- to plan for and support local governments in reducing the risk to property from bushfires
- to support “at risk” local governments that are faced with significant funding challenges and have restricted capacity to fund critical infrastructure.

Funding

A total of \$40 million in CRF funding is allocated in the 2015-16 financial year.

Eligible applicants

Eligible applicants under the CRF are local government bodies constituted under the *Local Government Act 2009* and the *City of Brisbane Act 2010*.

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

How to apply

Download the 2015-16 CRF Guidelines and application form at: www.dilgp.qld.gov.au.

- Scanned PDFs of the application form will not be accepted
- The application form is designed for information to be entered directly into the relevant sections
- Complete and submit one application for each individual project
- Submit each completed application and all supporting project documents electronically via email to 2015-16CRF@dilgp.qld.gov.au
- Complete all sections relevant to the project
- Ensure the certification form is completed.

Key dates in 2015-16

Applications open	30 July 2015
Applications close	10 September 2015
Announcement of successful projects	From October 2015

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

Resources

Department of Infrastructure, Local Government and Planning
<http://www.dilgp.qld.gov.au/grants-and-subsidies-programs/>

Department of Natural Resources and Mines
<https://www.dnrm.qld.gov.au/mapping-data/maps/flood-mapping-program>

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 CRF, contact the Department of Infrastructure, Local Government and Planning.

Brisbane Office Phone: 07 3452 6725
Email: 2015-16CRF@dilgp.qld.gov.au

Northern Region Phone: 07 4758 3421

Southern Region Phone: 07 3452 6762

Section 1 – Project Overview

1.1 Eligible projects

Eligible projects are those that deliver critical infrastructure that improves resilience in the built environment and supports communities adapt to the impacts of climate change, thereby reducing the costs of recovery from flood, cyclone and other natural disaster events.

Eligible projects include:

- levees
- detention basins
- cyclone shelters
- bridges
- bridge and road raising
- replacement/upgrading of existing road networks to improve resilience and functionality, minimising road closure times and traffic interruptions during and after major rainfall and flooding
- floodgates
- diversion channels
- embankment stabilisation
- drainage management pump stations
- measures to improve creek/river water flow such as stormwater systems, floodway and culvert upgrades and major drain widening
- backflow prevention devices
- projects that enhance the resilience of essential public infrastructure (e.g. assets that are key to the functioning of the community such as economic and public safety assets)
- projects aimed at addressing climate change impacts such as storm surge and tidal inundation
- projects aimed at identifying and addressing bushfire mitigation risk priorities across the state. For example:
 - construction and maintenance of fire trails and associated accessibility measures that contribute to safer, sustainable communities better able to prepare, respond to and withstand the effects of bushfires
 - fire towers.

1.2 Assessment criteria

All applications will be assessed against how the proposed project meets the 2015-16 State's funding priorities, how it aligns with the relevant guiding principles of the *Queensland Strategy for Disaster Resilience*, and the CRF aims and objectives. Applications will be assessed against the following criteria:

- 1. The project provides infrastructure that builds resilience for the community and achieves improved mitigation outcomes**
 - evidence of need for the project demonstrated through the historical impact of natural disaster events
 - supported by a recent study, such as a flood management study or DNRM's Flood Mapping Study Project, that clearly demonstrates why it is a preferred option
 - clearly demonstrates how the project will reduce the impact of disaster events to the built environment and, in particular, will protect lives and property and/or essential infrastructure
 - bushfire prevention measures that provide early warning and/or infrastructure that mitigates against imminent threat to private and public property.
- 2. Demonstrated commitment by the Applicant to co-fund the project**
- 3. The project is financially sound and is ready to be delivered**
 - Provision of a project decision making framework – Queensland Treasury Corporation
 - Provision of a project budget, which gives a breakdown of costs
 - Demonstrated value for money and a plan for the viability of the project (such as applicant's ability to manage, operate and maintain the infrastructure following construction)
 - 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)
 - All factors in relation to the site details for infrastructure projects have been considered.
 - The project can be delivered within approved timeframes
 - The project will comply with applicable legislative, industry or regulatory requirements
 - The project effectiveness will be evaluated by the applicant post completion
 - The applicant's proven ability to deliver Queensland Government funded projects, where applicable.
- 4. The project has demonstrated community support**
 - The application includes evidence of community consultation regarding the project
 - The application includes evidence of a priority need and clear benefits to the community.
- 5. The project is collaborative and based upon a regional catchment approach (where relevant)**
 - The project demonstrates a regional or catchment approach to mitigation
 - Evidence that consultation has occurred with relevant affected and neighbouring councils.

Section 2 – General funding requirements

2.1 Ineligible projects

Under the CRF, ineligible projects include:

- early flood warning systems
- flood monitoring instruments/systems (e.g. flood, river and rain gauges)
- work that has already been completed
- purchase of an asset or works to an asset that will not be owned and/or controlled by the applicant
- purchase of land (e.g. land buy-back schemes)
- planning studies
- flood studies and flood mapping/management/modelling
- purchase or leasing of plant, vehicles and equipment.

2.2 Eligible costs

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

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

2.3 Ineligible costs/project components

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

- legal costs
- house raising
- in-kind contributions
- official opening expenses
- ongoing operational and management costs
- works that have already commenced
- 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 senior executive officers and technical or professional work up to 100 hours on the planning, designing or construction of approved works.

Note: Work time additional to 100 hours may be included as part of the project budget. These hours and costs must be detailed in the project application.

- general overhead charges relating to the administration of project costs
- official opening expenses (excluding project signage)
- legal expenses.

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.

2.4 Subsidy rate

For projects approved for funding under the CRF, funding will be allocated based on a subsidy rate of up to 40 per cent of the eligible project costs.

Under the CRF, 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.

Note: Approval of any increased subsidy rate for a project will be at the Minister's discretion.

Section 3 – General funding conditions

3.1 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 Federal funds.

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

3.2 Successful applications

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

More information on funding agreements can be found at the Department's website at: www.dilgp.qld.gov.au

3.3 Funding period

The funding period for an approved project will be a maximum of 12 months from the date of execution of the sub-agreement. Where the applicant considers the complexity of a project may call for a longer funding period, the applicant must satisfactorily demonstrate to the Department that an extended funded period is required. This will be considered on a case-by-case basis.

Each project must have a sub-agreement in place within two (2) months of the date of funding approval.

Successful applicants must ensure that:

- all project work is completed within the approved funding period
- all final reporting and claims for payment are submitted to the Department within one (1) month of the approved project completion date.

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

3.4 Claims for payment

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

A first payment equal to 30 per cent of the approved funding will be made following the execution of the funding agreement for the project 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 can 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.dilgp.qld.gov.au

3.5 Regulatory requirements

Community Resilience Fund funding approvals and payments are conditional on the funding recipient observing all relevant laws and state or federal 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
- having due regard to any relevant state or federal policies.

Approval of funding under the Community Resilience Fund 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.

3.6 Third party contributions

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

3.7 Approval prior to commencement of works

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

- the funding recipient enters into a contract or tender for the project.

3.8 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.

3.9 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.

3.10 Roles and responsibilities

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

3.11 Extensions of time

In exceptional circumstances, the Minister or delegate may approve a request for an extension of time to complete a project. Any request for an extension of time should be submitted as soon as practical and at least two months prior to the approved project completion date.

3.12 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.

3.13 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.

3.14 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.

3.15 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.

3.16 Acknowledgment of the funding

Funding recipients must acknowledge the contributions of the Queensland 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
- acknowledgement 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.

3.17 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.

3.18 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*, 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 purposes.

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.

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 programs for the CRF - the Minister for Infrastructure, Local Government and Planning
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	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 councils
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	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 directly attributable to the proposed project as at the time of application or approval

work or works

means identifiable part/s of a project

Department of Infrastructure, Local Government and Planning
100 George Street, Brisbane
PO Box 15009 City East
Queensland 4002 Australia
tel 13 QGOV (13 74 68)
2015-16CRF@dilgp.qld.gov.au
www.dilgp.qld.gov.au