

RACQ Get Ready Queensland

2016–17 Guidelines

June 2016



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Section 1 – Program overview

1.1 Introduction

The Queensland Government established the RACQ Get Ready Queensland (RACQ GRQ) grants program to position Queensland as Australia's most disaster resilient state. The year-round program is funded until the end of the 2016-17 financial year. The program is an all-hazards, resilience building initiative under one brand.

In 2016–2017, \$2,117,079 has been committed in grants to Queensland local governments to encourage local community participation in preparedness and resilience building initiatives.

All funding allocations to grant recipients are approved by the Minister responsible for Local Government.

A major focus for the statewide program is RACQ Get Ready Queensland Week (10–16 October 2016) and RACQ Get Ready Queensland Day (16 October 2016).

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

RACQ Get Ready Queensland 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.

1.2 Aim

The aim of the 2016–17 RACQ GRQ Program is to help local governments engage their communities to help build resilience against future disaster events.

1.3 Program objectives

The objectives of the 2016–17 RACQ GRQ Program are to:

- position Queensland as Australia's most disaster-resilient state
- engage all Queenslanders to participate in disaster preparedness
- unite all of the State's preparedness and resilience activities under a single brand.

1.4 Eligible applicants

The 2016–17 RACQ GRQ Program applies to all Queensland councils and the Weipa Town Authority. All grant recipients will receive funding for community resilience-building activities.

1.5 Funding details

From 1 July 2016 to 30 June 2017, the 2016–17 RACQ GRQ Program has a funding allocation of \$2,117,079. Funding allocations will be made to grant recipients following the approval of grants by the Minister responsible for Local Government.

The funding period is for the 2016–17 financial year (1 July 2016 to 30 June 2017). Grant recipients must expend their annual funding allocation within the financial year funded and cannot carry over their allocation to the following year.

The grant formula is primarily based on population.

1.6 Desired outcomes

Expenditure should be directed towards the improvement of community resilience and community knowledge of the requirements of disaster preparedness. 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.

Eligible expenditure should promote the 2016–17 RACQ GRQ Program aims, objectives and brand.

A portion of expenditure should contribute towards RACQ Get Ready Queensland Week or RACQ Get Ready Queensland Day activities within the local community.

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

1.7 RACQ Get Ready Queensland branding

It is a requirement that all disaster preparedness activities that utilise 2016–17 RACQ GRQ Program 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 2016–17 RACQ GRQ Program funding.

1.8 Templates and forms

The 2016–17 RACQ GRQ Program guidelines, plan of activities template and funding acquittal form can be downloaded from the Department’s website at:

www.dilgp.qld.gov.au.

1.9 Further information

For more information contact the Department of Infrastructure, Local Government and Planning:

Brisbane Program Office

Phone: 07 3452 6734

Email: getreadyqld@qld.gov.au

Northern Regional Office

Phone: 07 4758 3420

Southern Regional Office

Phone: 07 3452 6762

Further information is available on the RACQ Get Ready Queensland website:

getready.qld.gov.au or on the Department’s website www.dilgp.qld.gov.au

Section 2 – Eligibility

2.1 Suggested eligible 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. Examples are television, radio, newspaper, social media, online and magazine advertisements. The advertising should not replicate the RACQ GRQ statewide campaign and must be conducted outside the RACQ GRQ statewide advertising period which is conducted in October and November 2016.
- 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.
- Minor equipment that supports communities to prepare and respond to disaster events including community education programs on the use of equipment. This does not include ongoing maintenance and operational use of equipment, or equipment that does not specifically relate to the 2016-17 RACQ GRQ Program desired outcomes.
- Staffing costs may be included as part of a project that is specifically related to the 2016-17 RACQ GRQ Program desired outcomes and is project specific. For example:
 - a temporary Council staff member to project manage a Get Ready regional community expo presenting an educational message during the event, and/ or
 - a temporary staff member to used project manage a Get Ready educational roadshow across the region presenting awareness and education on preparedness and resilience.

This excludes staffing costs for community clean-ups and operational staff used to manage the grant funding.
- Activities and events that contribute to stronger communities while sharing knowledge and experience in the context of disaster preparedness. An example of this would be a neighbourhood working bee to clear at risk foliage or clean out gutters.

2.2 Ineligible activities

Ineligible activities include:

- Expenditure not associated with the delivery of 2016–17 RACQ GRQ activities or those that do not support the goals of the Queensland Strategy for Disaster Resilience.
- Expenditure on council core services and operations.
- Payment of staff wages and equipment in relation to community clean-ups.
- Expenditure on infrastructure and equipment involved in organising operational requirements of community events and activities that do not meet the desired outcomes.
- Expenditure on infrastructure and equipment associated with government and community assets e.g. shelters.

Section 3 – General funding conditions

3.1 Approved Funding payment

- 3.1.1 The Department agrees to pay the Organisation the Approved Funding as detailed in the formal advice of funding approval i.e;
 - 3.1.1.1 the first payment (90%) upon receipt of 2015-16 Certificate of Expenditure and final report.
 - 3.1.1.2 the final payment (10%) upon receipt of final acquittal documentation
- 3.1.2 Subject to the terms of the formal advice of funding approval, the Organisation agrees to meet all associated costs over and above the approved funding.
- 3.1.3 The Approved Funding amount will not exceed the total amount detailed in the formal advice of funding approval.
- 3.1.3 Payments will be paid by electronic transfer. Payment by way of electronic transfer is subject to the Organisation completing the payment by electronic funds transfer form provided by the Department.
- 3.1.4 The Organisation agrees to return any unspent funding for the financial year, or an agreed proportion of the Approved Funding, to the Department if the conditions outlined in the Head Agreement, the formal advice of funding approval and these Funding Program Guidelines are not met to the satisfaction of the Department.

3.2 Acknowledgement requirements

- 3.2.1 The Organisation agrees to, at the Organisation'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>.

3.3 Buy local

- 3.3.1 The Organisation acknowledges that the Department is providing the Approved Funding for the public benefit, which includes supporting greater employment opportunities for members of the local community.
- 3.3.2 When conducting procurement processes, the Organisation 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.

3.4 Approved Project acquittal and reporting

- 3.4.1 The Organisation must provide [a list of planned activities](#) to be undertaken in 2016–17 RACQ Get Ready Queensland Week (10–16 October 2016) and other

activities planned for the 2016-17 financial year and emailed to:
getreadyqld@qld.gov.au by 22 September 2016;

3.4.2 The Organisation must provide to the Department by 31 July 2017 the following:

3.4.2.1 a Certificate of Expenditure form and, if requested, a detailed transaction general ledger report to support claimed expenditure emailed to:
lqfundingunit@dilgp.qld.gov.au.

3.4.3 Verification the Approved Project complies with all relevant legislation affecting the purpose, use and benefit to the community and has achieved the objectives of the Funding Program.

3.4.4 Verification the Approved Funding has been used for the public benefit.

3.4.5 Verification all the conditions of the formal advice of funding approval have been met.

Section 4 - Glossary

approved or approval	the approval by the Minister or executive council
date of formal advice of funding approval	the date which a proposed project receives approval by the Minister or executive council
Department	the State government Department responsible for administering the local government portfolio, unless otherwise explicitly stated. At the time of publishing these guidelines this is the Department of Infrastructure, Local Government and Planning
formal advice of funding approval	the letter from the Minister (or the person delegated to exercise the power) advising the project/s is/are approved and providing details of the approved subsidy for the Approved Project/s
Head Agreement	provides the framework of standard terms and conditions under which the Department will offer and the Organisation will accept Approved Funding
Minister	the Queensland Government Minister responsible for the local government portfolio
Organisation	the funding recipient
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