



# Queensland Resilience and Risk Reduction Fund (QRRRF)

Guidelines 2023–24



Australian Government



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# Part A – Overview and objectives

## About the Queensland Resilience and Risk Reduction Fund

The Queensland Resilience and Risk Reduction Fund (QRRRF) helps communities mitigate and manage the risks associated with natural disasters. The QRRRF is funded by the Commonwealth and Queensland governments as part of its five-year National Partnership Agreement on Disaster Risk Reduction, which started in 2019-20.

*The Queensland Resilience and Risk Reduction Funding Guidelines (QRRRF) 2023-24* (the Guidelines), outline the objectives and governance arrangements for grant funding available under this program.

Past rounds have been heavily over-subscribed, indicating the high demand for, and high commitment to, disaster resilience and risk reduction across Queensland. Applicants are able to re-submit projects applied for under previous funding rounds.

## Funding source

Funding of \$13.1 million is available from the Queensland Government (\$8.3 million) and the Australian Government (\$4.8 million).

## Objective

The QRRRF objective is to deliver projects that make Queensland communities and infrastructure more resilient to disasters by:

- reducing the risk and limiting the impact of disasters associated with natural hazards; and/or
- improving understanding of disaster risk and disaster risk planning.

## Definitions

*'Resilience'* is a system or community's ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances.

*'Disaster risk reduction'* is about taking preventative action to reduce the likelihood or severity of a disaster event. It is aimed at preventing new and reducing existing disaster risk and managing residual risk. It also includes measures to understand disaster risk and equip decision-makers with capabilities and information they need.

## Key timeframes

Application stage:

- Funding program opens Monday 18 September 2023.
- Applications close Wednesday 20 December 2023.
- All applicants will be notified of outcomes by Friday 28 June 2024.

All projects must commence following notification of funding approval and be complete by 30 June 2026. All project acquittal reports are due within three months of the completion of the project, including any peer/external reviews of scoping studies or research.

## Who may apply

This funding is available to local governments, state agencies and non-government organisations, this includes:

- Local government bodies constituted under the *Local Government Act 2009* or the *City of Brisbane Act 2010*, and the Weipa Town Authority
- Regional Organisations of Councils
- Regional Natural Resource Management bodies
- River Improvement Trusts (constituted under the *River Improvement Trust Act 1940*)
- Water authorities and local water boards (Category 2 only)
- Queensland Government departments and agencies and Government Owned Corporations
- Incorporated non-government organisations (including volunteer groups)
- Not-for-profit organisations, including universities.

## Maximum funding available per project

While the total cost of a project is uncapped, the maximum funding amount that can be sought under these Guidelines is limited to \$2 million in eligible costs.

All ineligible costs, and any costs above the approved capped project funding amount, will need to be met by the applicant.

## Co-contributions

Applicants must provide a co-contribution towards the total project cost. The minimum co-contribution is 5 per cent of the total eligible project cost. The co-contribution can be financial or in-kind, for example applicant's labour or plant costs.

Applicants need to demonstrate that any co-contribution is secured, and if a co-contribution is being provided by another source ensure agreement has been reached and can be evidenced as supporting documentation with the application form.

In recognition of limited revenue generating capacity, Indigenous councils are not required to make a contribution.

## Maximum number of applications per applicant

Eligible applicants can submit a maximum of two applications for this funding round. Each application must contain one stand-alone project, or related projects that achieve a similar outcome. An application containing multiple unrelated projects will not be accepted.

Additional applications received over the maximum two applications will not be accepted.

## Eligible projects

Projects must deliver resilience and/or risk reduction outcomes for Queensland communities.

Projects must clearly align to one of the following:

- [Queensland Strategy for Disaster Resilience](#)
- [Regional resilience strategies and/or local resilience action plans](#)
- [Queensland Flood Risk Management Framework](#)
- [National Disaster Risk Reduction Framework](#)
- [Second National Action Plan](#)

Examples of eligible projects that improve resilience and functionality of at-risk infrastructure and community assets include, but are not limited to:

- roads, bridges, culverts, floodways, causeways, drainage management pump stations, stormwater systems, major drains.
- mitigation infrastructure, e.g. stormwater detention, levees.
- disaster management equipment, such as emergency generators (with evidence to support voltage required), portable communications kits, lighting towers and frequency radios.
- weather warning and monitoring systems and flood warning infrastructure.

Examples of non-infrastructure projects include, but are not limited to:

- education programs to help communities plan for, respond to, and recover from disasters
- capacity building programs for local volunteers
- natural hazard modelling, risk assessments and studies, including risk reduction/mitigation options assessments
- recovery capability and/or resilience building programs
- activities to improve disaster-related information sharing, data collection and communication
- strengthening the long-term resilience and wellbeing of disaster-affected residents
- research/studies to identify and address resilience or risk reduction and/or risk management priorities
- bushfire mitigation activities, such as fuel reduction activities and new/upgraded fire trails and breaks
- building and supporting local disaster management and leadership capabilities
- risk management studies suitable for complying with the State Planning Policy requirements for natural hazards, risk and resilience for making or amending planning schemes
- salary of temporary risk reduction and resilience officers within program timelines, and up to no later than 30 June 2026.

Examples of past collaborative projects include:

- local government and a university undertaking research to identify and mitigate flood risks
- a group of local governments collaborating to deliver capacity building programs for volunteers
- a not-for-profit organisation and a private company developing an app for children to use in a disaster event
- a group of local governments and other asset owners working together on a catchment-focused project to mitigate against natural hazard/s.

## Ineligible projects

Projects that do not meet the program objectives are ineligible. Other examples of ineligible projects include projects that:

- have already commenced or are already complete
- involve works on an asset or land that will not be owned or controlled by the applicant (unless demonstrably for public benefit)
- involve the purchase of land or buildings (unless demonstrably for public benefit)
- are commercial in nature for the applicant or any partner applicant
- are not undertaken in the eligible areas of Queensland or that do not benefit Queensland communities.

## Eligible costs

Eligible costs are costs directly associated with delivery of the project and are able to be funded through this program.

Examples of eligible costs include:

- costs associated with the delivery of training and education programs, such as facilities hire, planning and facilitation, design and publication of materials, community/public messaging such as radio, print media and billboard space, and reasonable travel costs (calculated on the basis of your organisations' travel policy)
- remuneration of an existing employee, where the employee is temporarily reassigned to conduct work directly related to the delivery of the project
- personnel costs directly related to the delivery of the project including salaries, vehicle and office equipment leasing
- construction costs, such as all site works required as part of the construction, and construction-related labour, materials and equipment hire
- detailed design, for example, production of Final or Tender Design drawings and/or specifications
- costs of conducting a tender for the proposed project
- project management costs proportionate with the funding amount sought including remuneration of additional technical, professional and/or administrative staff for time directly related to managing the construction or delivery of the proposed project (does not include executive duties or overhead charges)
- purchase and installation of fixed plant and equipment.

## Ineligible costs

Ineligible costs are not funded by the program and will need to be met by the applicant.

Examples of ineligible costs include:

- costs not associated with the delivery of the project
- legal costs
- catering and official opening expenses (excluding permanent signage)
- purchase of core business capital equipment such as motor vehicles and office equipment
- vehicle and office equipment leasing, unless directly related to the delivery of the project
- remuneration of executive officers
- remuneration of an existing employee, unless the employee is temporarily reassigned to conduct work directly related to the delivery of the project
- costs that are incurred prior to project approval (approval is once the funding agreement is signed and returned by the approved applicant)
- duplication of existing initiatives, for example costs already approved through other funding streams
- statutory fees and charges, and any costs associated with obtaining regulatory and/or development approvals
- costs of internal furnishings and supplies
- costs beyond the project period, for example ongoing costs for administration, operation, maintenance or management
- costs not supported by the general ledger, including on-cost charges
- profit margin of applicant
- Goods and Services Tax (GST) (unless the end-recipient of the grant is not registered for GST)
- costs exceeding the approved capped project funding amount.

# Part B – Application process

## How to apply

The application form can be found at [www.qra.qld.gov.au/qrrrf2023-24](http://www.qra.qld.gov.au/qrrrf2023-24).

## Application

Applicants may submit one or two applications to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) by 11.59 pm Wednesday 20 December 2023.

Collaborative projects are encouraged and require one application to be submitted by the lead applicant, which must be one of the listed eligible applicants. The lead applicant will be responsible for the project application, delivery, reporting and acquittal.

Funding under these Guidelines will be approved as a capped amount per project.

The maximum amount that can be sought under these Guidelines is \$2 million per project. Although the total cost of a project may be more than \$2 million, the maximum amount available under the program is \$2 million per project.

Examples of the type of supporting evidence sought at the application stage include:

- project plan – project plans are encouraged for all projects
- options analysis
- risk assessments
- cost benefit analysis
- details about the outcomes the project will deliver
- results of investigation/consultation
- ongoing benefits for the community
- demonstration of co-contribution
- confirmation of support from the local community, council and/or relevant partners
- preliminary and/or detailed designs.

## Late applications

If the applicant is experiencing exceptional circumstances that are reasonably unforeseeable and beyond the applicant's control, late applications may be considered, on a case by case basis.

Notification of a late application request must be made prior to the closing date, and emailed to [grants@qra.qld.gov.au](mailto:grants@qra.qld.gov.au). Following review of the request an outcome will be provided to advise if the late application will be accepted.

## Assessment

QRA's assessment process is based on the [Queensland Disaster Resilience and Mitigation Investment Framework](#).

The following assessment criteria will be used in determining successful projects:

- Issue identification and alignment to broader government policy i.e. how does the proposed project address a need, risk or vulnerability that has been identified and how does it align with other policies and frameworks?
- Community benefits realisation and collaboration, i.e. how does the proposed project reduce or limit disaster impact, improve understanding of disaster risk and disaster risk planning; or build community resilience, and does the project contribute to and promote partnership-based collaboration?
- Project management, feasibility and evidence base, i.e. is the project likely to deliver on the stated objective, and is the applicant able to deliver the project on time, within budget, mitigate any identified risks/vulnerabilities, and maintain any ongoing requirements associated with the project?
- Benefit analysis and innovation, i.e. does quantitative and/or qualitative analysis of the costs and benefits support the forecast effectiveness of the project and does the project deliver an innovative solution to longstanding risks?

In prioritising projects, QRA will consider:

- How well the project delivers against the QRRRF objectives.
- A balance of local and regional needs, and whether vulnerable groups/diverse populations are supported.
- Geographical and project type spread, as well as previous investment in a region from this funding program.

QRA may consult with relevant agencies, partners and/or relevant Minister for review and/or endorsement of projects.

The QRA CEO provides final project approval.

Information about unsuccessful projects will be retained by QRA and may be reconsidered should further funding become available.

# Part C – Governance and administrative arrangements

The following governance and administrative arrangements will apply to successful projects.

## Funding Agreement

It is a requirement that all recipients of this funding enter into a Project Funding Agreement with QRA.

A Project Funding Agreement will be formed either by:

- for regular recipients of QRA 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 for QRA Funding already in place between QRA and the recipient, or
- for one-off funding: by execution of a standalone Project Funding Agreement.

The Project Funding Schedule/Agreement 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 dates and milestones, payment claim and reporting requirements. By submitting an application for funding you are agreeing that if successful for funding you will agree to the terms and conditions outlined in the funding agreement. If you would like a copy of the funding agreement, please email [grants@qra.qld.gov.au](mailto:grants@qra.qld.gov.au) to request a copy.

Project Funding must be used solely for the purposes of the relevant Project and only be used on Eligible Project Costs.

The applicant warrants that it has sufficient funds to complete the Project if the amount of the Project Funding is insufficient to deliver the project.

Funds that have been used, spent or committed otherwise than in accordance with the Project Funding Agreement, relevant Program Guidelines or provisions of any Head Agreement must be repaid to QRA.

Any intellectual property associated with approved funding under this program will be provided to the applicant upon its creation by any third party.

At acquittal project intellectual property, such as research or scoping studies, will be provided for use by QRA.

## Unspent funding

Unspent funds will be returned to the program and may be reallocated to other projects.

## Variations

All variations to a Project Funding Agreement, scope or change in control of a project are to be agreed formally in writing.

Where there are material changes following a project approval, grant recipients must provide QRA with updated project information.

## Procurement

The procurement of goods or services must be in accordance with the applicant's procurement policy and all applicable legislative/industry requirements. If expenditure is in breach of any of these standards, then reimbursement of these costs cannot be recovered under this program.

## Record keeping

All funding recipients must keep an accurate audit trail. Records must be available for seven years from the end of the financial year the expenditure is acquitted by the Queensland Government.

For assurance purposes, the Queensland/and or Australian Government may at any time, via QRA, request documentation from applicants to evidence the State's compliance with these Guidelines. This may include, but is not limited to, access to application and project level information to confirm acquittal is in accordance with these Guidelines.

## Progress reporting and progress claims

All applicants are required to provide monthly progress reports on the status of works and expenditure throughout project delivery.

Monthly progress reports are created and lodged through QRA's Monitoring and Reporting System (MARS) Portal, detailing:

- actual expenditure reported against the approved capped amount
- percentage of scope of works completed
- predicted start and completion dates and actual start and completion dates
- reasons for, and details of, any variances in scope, cost or time
- details of complementary works.

Once actual expenditure has exceeded the initial 30 per cent advance, and the project funding agreement is executed, applicants can progressively claim expenditure incurred up to 90 per cent of the approved funding from this program.

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. Progress reports must be certified by the applicant's delegated officer.

## Extensions of time

If the applicant is experiencing exceptional circumstances that are reasonably unforeseeable and beyond the applicant's control, an extension of time (EOT) to the approved project completion date may be considered. Applicants are required to formally request an EOT, detailing the unforeseen circumstance impacting on project completion, the actions taken to minimise the impact, and the adjusted project plan and milestones. For all EOT requests, please contact your [Regional Liaison Officer](#).



## Project acquittal

Once the project is completed the monthly progress report needs to be changed to final and submitted. Once the final progress report is submitted, a close out submission is created. This close out submission, and associated documentation, must be completed and submitted to QRA within three months of the completion of the project. For example, if a project is completed on 20 June 2026, the close out submission must be lodged by 20 September 2026.

Close out submissions must include:

- final progress report detailing the completed approved works/activities against the approved project works/activities
- final actual costs reported against the approved capped amounts
- detailed general ledger evidencing the final actual claimed expenditure and submitted total project costs (including details of contribution)
- final Project Report ([available from the QRA website](#)) and evidence demonstrating the completed works/activities, for example photo evidence representative of the extent of the completed works (JPG including EXIF metadata, GPS coordinates and time/date taken) and relevant reports.
- supporting documents to be made available for sampling by QRA if requested.

Close out submissions must be certified by the applicant in line with its delegations on lodgement.

QRA will undertake a final assessment of each project to ensure approved scope is delivered within timeframe, expenditure is eligible, minimum of 5 per cent co-contribution against final eligible costs has been applied, and assurance requirements are satisfied.

## Assurance activities

Applicants may be required to provide documentation to support any assurance activities. These assurance activities may include, but are not limited to:

- audit, site visits or inspections
- obtaining relevant documentary evidence to support estimated/actual costs and/or value for money assessments
- verification reviews on measures or projects
- compliance with legislative and policy requirements.

## Certification

All project documentation, including applications, progress reports and final reports, must be certified by the applicant in line with its delegations.

## Goods and Services Tax (GST)

Where the end-recipient of the grant is registered for GST, the claimed value must exclude GST and be actual expenditure, paid prior to lodging the submission.

Where the end-recipient of the grant is not registered for GST, the claimed value may include GST.

## Public acknowledgment of funding source

Funding recipients must acknowledge relevant funding contributions in public materials. This includes, but is not limited to:

- media releases regarding the approved project
- acknowledgement or statements in project publications and materials
- events that use or include reference to the approved project
- plaques and signage at construction sites or completed works.

To comply with this requirement, all public advice and media releases should refer to the relevant funding source, as detailed in the Project Funding Agreement.

Contact QRA for assistance and to coordinate approval for any materials by emailing [media@qra.qld.gov.au](mailto:media@qra.qld.gov.au)

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