



# QUEENSLAND NATURAL DISASTER RESILIENCE PROGRAM Round 4 Project Plan



The Natural Disaster Resilience Program (NDRP) is a disaster mitigation and community resilience program that was launched in 2009. Applications for Round 4 of the Queensland NDRP have only been considered for individual Local Governments or a consortium of local governments and focus on projects that are directly related to flood mitigation.

NDRP funding for Round 4 has been allocated to address meritorious applications from the Floodplain Security Program and the Local Government Grants and Subsidies Program that were not able to be funded under these programs. The projects approved for funding focus on flood mitigation works or delivering on the Queensland Flood Commission of Inquiry Recommendations.

## Submitting the Project Plan

- All Project plans must be received by the Department in full by 5pm 4 weeks from the date on the approved funding advice letter.
- All sections of the Project Plan must be complete.
- It is recommended you complete this project plan electronically.
- Please provide an electronic copy (in word format) to [emqgrants.subsidies@dcs.qld.gov.au](mailto:emqgrants.subsidies@dcs.qld.gov.au).

A confirmation receipt of your project plan will be sent via email within two business days of submission.

Following the assessment of the project plan, a funding agreement will be prepared and forwarded to grant recipient to execute and return prior to commencement of the project. The funding agreement provides details on general and specific conditions of funding associated with the delivery of the NDRP.

## Funding period

The funding period for the approved project will be 12 months from the date of formal advice of funding approval.

The grant recipient must ensure that:

- all aspects of an approved project are completed within the approved funding period;
- all final reporting documentation and claims for payment are submitted within one month following the completion date of the approved project outlined in Schedule 1 of the Funding Agreement.

The funding for Round 4 of the NDRP will lapse upon the expiration of the approved funding period, at which point the unclaimed funding will be forfeited.

Grant recipients may request a variation to the Funding Agreement to request extension of time (see Variations section below).

## Reporting and evaluation

The funding agreement provides details of reporting and evaluation requirements for the approved project. Grant recipients must submit project progress reports and completion reports to the Department of Community Safety (DCS) within 30 days of the approved completion date of each milestone.

If a grant recipient does not comply with these requirements for an approved project, the approved funding yet to be paid will be withheld until all reporting requirements are submitted to the DCS.

## Goods and services tax

Payments under the NDRP are considered as appropriations, and are therefore GST free.

## Claims for payment

The funding agreement provides details on general and specific conditions of funding associated with delivery of the NDRP and the payment schedule for each project.

Successful applicants will receive 20 per cent of the NDRP contribution upon execution of the funding agreement; further payments will be made as milestone reporting requirements are completed.

A first payment equating to 20 per cent of the approved funding will be made following the execution of the funding agreement by the grant recipient and the DCS.

A minimum of 20 per cent is required at the last milestone.

## **Milestone Progress Payments**

At completion of each milestone, the grant recipient will be expected to submit the completed reporting documents against the relevant milestone no later than 30 days after the completion date to be eligible for the next payment, in accordance with the project plan and Funding Agreement.

Each milestone report must be completed on the reporting templates distributed with the approved funding advice letter, with certification by the grant recipient that the milestone has been completed satisfactorily, and that expenditure of the amount stated has been incurred on the work for which funding was approved in accordance with these guidelines and the funding agreement. Approval and certification must be made by an appropriately delegated officer of the grant recipient, or other persons as agreed by the DCS.

## **Final Payment**

Upon completion of the project, the grant recipient must submit the completed reporting documents no later than 30 days after the completion date for the Final Report, in accordance with the Funding Agreement.

Upon completion of the Final Report, the grant recipient must submit the completed audited acquittal no later than 30 days after the completion date for the Audited Acquittal, in accordance with the Funding Agreement.

## **Variations**

Requests for extension of time to complete the project may be considered and approved by the relevant delegate within the DCS. A request for extension should be submitted to the Grants Management Unit in writing before the approved milestone due date or project completion date.

In exceptional circumstances, the grant recipient may request a change of scope to the project deliverables and outcome in writing and may be considered and approved by the relevant authority.

## **Suspension of works**

Where project works have been delayed for any reason, the grant recipient must immediately notify the DCS, indicating reasons for the delay and the anticipated date of recommencement of works.

## **Incomplete projects**

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

## **Acknowledgment of the State and Commonwealth**

Grant recipients must acknowledge the contributions of the State and Commonwealth. 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.

## **Intellectual Property and Privacy Statement**

Successful applicants will be required to enter into a funding agreement with the Queensland Government (the DCS). As per the NDRP relevant contract conditions and clauses, successful applicants will be required to grant a non-exclusive, royalty free licence in perpetuity to the DCS to materials produced as part of the contracted project, for the Queensland Government's purposes.

Applicants must agree to the provisions of the Information *Privacy Act 2009 (QLD)*. Where a third party is involved (either as partner or consultant), the applicant will seek their agreement to the provisions of the Information *Privacy Act 2009 (QLD)*.

## **CONTACT**

For general enquiries regarding the NDRP, please contact the Department of Community Safety on (07) 3635 3099 or email [emqgrants.subsidies@dcs.qld.gov.au](mailto:emqgrants.subsidies@dcs.qld.gov.au).

# Project Plan

## PART A: APPLICANT DETAILS

Applicant Name	Bundaberg Regional Council
Applicant ABN	72 427 835 195
Postal address	PO Box 3130
	Bundaberg QLD 4670

Lead organisation contact (Chief Executive Officer or equivalent)	Title	Mr	First Name	Peter	Last Name	Byrne
	Position	Chief Executive Officer				
	Phone	1300 883 699	Mobile		Fax	(07) 4150 5410
	Email	ceo@bundaberg.qld.gov.au				

Lead organisation project manager contact	Title	Mr	First Name	Adam	Last Name	Wyatt
	Position	Group Manager Major Projects				
	Landline	1300 883 699	Mobile	Personal Information	Fax	(07)4154 5410
	Email	Personal Information				

## PART B: PROJECT DETAILS

Provide details of the project. Further details will be sought in later questions.

<b>Project Title</b>	<i>NOTE: This is not a project description; please keep the project title short.</i>
	Bundaberg Creek Bank Protection and Sewage Pipeline Protection

<b>Project description</b>	<i>Please describe the project for which you are seeking funding and identify if this is a component of a larger activity? What is the project about? What will you be doing?</i>
	The 2011 flooding of the Burnett River resulted in significant damage across the Bundaberg Region. There was an even larger impact with the onset of the 2013 natural disaster events which caused significant new damage and exacerbated existing damage that hadn't yet been restored.
	An area of concern is the rear of the properties located at 8 – 12 Toonburra Street which adjoins to the western bank of the Bundaberg Creek which was damaged in the 2011 event. The creek channel bends to the east behind these properties and as a result of the flood event, the stress to the western side of the bank has resulted in the erosion of the bank material, destabilisation of the slope and exposure of an existing vitrified clay 450mm sewer line.  Council seeks to stabilise the bank of the Bundaberg Creek, in the vicinity of 8 – 12 Toonburra Street, to protect the 450mm VC sewer and manhole behind the properties and prevent any future failure and potential adverse impacts to the environment.

<b>Location of the Project</b>	<i>Attach a map of the project area showing relevant details where possible (eg. major and minor watercourses, road and rail networks, built up areas).</i>	
	<b>Town or locality(s)</b>	Bundaberg
	<b>Local government area(s)</b>	Bundaberg Regional Council
	<i>For flood projects, specify the waterway and catchment involved.</i>	
	<b>Name of waterway</b>	Bundaberg Creek
	<b>Catchment</b>	Burnett River

<b>Outputs</b>	<i>List the expected outputs of the project. Outputs are those items that will be produced by the project (eg reports, brochures, flood study, levee).</i>
	- Geotechnical Investigation and Report
	- Detailed Design and Specification
	- Statutory Applications and Approvals
	- Landholder Engagement

<b>Outcomes</b>	<i>List the expected outcomes of the project. Outcomes are what the project aims to achieve (eg identification of natural disaster risks, improved community awareness, increased warning times, property protection).</i>
	- Stabilisation of the bank of the Bundaberg Creek in the vicinity of 8 – 12 Toonburra Street
	- Prevention of any further bank failure

	<ul style="list-style-type: none"> <li>- Stemming of erosion and further regression of bank into the properties located at 8 – 12 Toonburra Street</li> </ul>
	<ul style="list-style-type: none"> <li>- Protection of loss of Council Infrastructure due to bank failures</li> </ul>
	<ul style="list-style-type: none"> <li>- Prevention of potential significant environmental and public health issues from the compromised sewer</li> </ul>

<b>Methodology</b>	<i>Provide a concise description of the processes that will be used to achieve study deliverables.</i>
	<ul style="list-style-type: none"> <li>- Finalise design and specification;</li> <li>- Approvals of statutory bodies;</li> <li>- Establishment of site;</li> <li>- Environmental controls;</li> <li>- Preparation of bank by clearing all trees, vegetation and debris;</li> <li>- Rehabilitation and stabilisation of the bank against future rapid drawdown and erosion (Gabion Wall with a Rock Mattress Toe Apron);</li> <li>- Site Restoration and Disestablishment; and</li> <li>- Work Management.</li> </ul>

<b>Consultation</b>	<i>Provide an outline of your consultation strategy including identification of key stakeholders such as community interest groups, key business/agriculture sectors, Australian/State Government Agencies and commercial enterprises. Organisations should give particular reference to adjacent Local Governments which are likely to be impacted by the same natural hazards (eg. flood, storm surge).</i>			
	<b>Stakeholder Area</b>	<b>Stakeholder Representative</b>	<b>Interest Or Context</b>	<b>Engagement</b>
	Council	Cr Judy Peters	Divisional Representative	Keep informed
	Council	Adam Wyatt – Group Manager Major Projects	Project Manager	Active team member and responsible for some delivery
	Council	Dwayne Honor - Manager Design	Review of designs prepared by suitably qualified external consultants	Active team member and responsible for some delivery
	Council	Aaron Kelly – Planning Officer	Progression of statutory approvals	Active team member and responsible for some delivery
	State Government	Department of Natural Resources and Mines	Catchment Management and approvals	Formal approvals processes
	State Government	Department of Environment and Heritage Protection	Environmental conditions and approvals	Formal approvals processes
	State Government	Department of Community Safety	Potential funding body	Formal approvals processes
	Land Owner	8 – 12 Toonburra Street	Land owners of properties that adjoin bank	Permissions too undertake works

<b>Study Management</b>	<i>Provide a concise description of the management arrangements to be employed to control the study (eg. study manager/membership of your Study Advisory Group).</i>
	N/A

<b>Risk Management</b>	<i>What are the key risks associated with the project and what mitigation strategies are in place? Risks may include: loss of key staff, non-performance of external consultants/collaborators, technical failure, uncertainty of information, incomplete or missing data, unreliable data or inadequate composition of a disaster risk management team, project cost and timeframes, and the event of a natural disaster</i>			
	<b>ID</b>	<b>Description</b>	<b>Risk Level</b>	<b>Mitigation</b>
	<b>A</b>	Council/community is not satisfied with the bank stabilisation methodology	Low Risk (low likelihood and low impact)	Ensure design is practical, professional & value for money.
	<b>B</b>	Bank stabilisation work is ineffective	Moderate Risk (low likelihood but moderate impact)	Professional design and specialist installers.
	<b>C</b>	On-going defects and maintenance activities are costly	Moderate Risk (low likelihood but moderate impact)	Ensure quality design, materials and construction program is implemented to the appropriate standards.
	<b>D</b>	Project not delivered on budget	Moderate Risk (low likelihood but moderate impact)	Develop project plan, apply and track. Produce outputs within the financial parameters available.
	<b>E</b>	Wet weather impacts on construction	Moderate Risk (high likelihood and moderate impact)	Include within construction schedule adequate 'down time' from weather disruptions. Ensure contracts have suitable wet weather clauses.
<b>F</b>	Adequate funding (internal and external) is unable to be sourced	High Risk (moderate likelihood and high impact)	Seek external funding with quality grant applications, promote the cost / benefit analysis.	

<b>Evaluation</b>	<i>How will the project be evaluated and what will determine whether it was a success? What measures will be used to determine whether the project achieved its expected outcomes?</i>
	<ul style="list-style-type: none"> <li>- Completion of scope of works within timeframe and budget;</li> <li>- Future monitoring of bank stabilisation and erosion; and</li> <li>- Continued safe use of Council Infrastructure in area.</li> </ul>

<b>Maintenance</b>	<i>Provide an estimate of the project's annual maintenance and ongoing operation cost and explain how this was calculated:</i>	
	<b>Estimated annual cost</b>	N/A
	<b>Basis for calculation</b>	N/A
	<b>Additional Comments</b>	N/A

<b>Other Comments</b>	<i>Provide details of any other relevant information. Advise 'Not Applicable' if there are no further comments.</i>
	Council has submitted an application for Category B restoration funding under the NDRRA guidelines with the Queensland Reconstruction Authority. This application includes allowance for protection of the sewer inspection point only and associated project management costs but was prepared on the basis of a stand alone project. If this bank stabilisation proposal is successful, the sewer inspection point project will need to be reviewed and modified accordingly.

<b>Attachments</b>	<i>List any attachments (including number of pages) submitted with this application. Advise 'Nil' if there are not attachments.</i>
	Nil

**PART C: TIMEFRAME AND WORK PLAN**

<b>Stage</b>	1	<b>Name of Stage</b>	Project Plan		
<b>Stage Detail</b>		Project Plan to facilitate entering into a Funding Agreement between the State of Queensland (through the Department of Community Safety) and the applicant.	<b>Requested Payment (Excl GST) (NB maximum 20% of approved funds)</b>	\$5,000.00	
<b>Duration (ie number of days, weeks, months)</b>		30 days	<b>Proposed Timeframes (ie specific dates 1 Jan 13 to 28 Feb 13)</b>	Refer to project approval letter for due date.	
<b>Key Stage Activities/Tasks</b>	Complete the Project Plan and Executed Funding Agreement.				
<b>Deliverables (NB deliverables are tangible items achieved as a result of the activities conducted for the stage of the project)</b>	Completed Project Plan and Execution of Funding Agreement.				
<b>DCS Reporting Requirements</b>	<ul style="list-style-type: none"> <li>• Project Plan</li> <li>• Executed Funding Agreement.</li> </ul>				

<b>Stage</b>	2	<b>Name of Stage</b>	Approvals and Detailed Design		
<b>Stage Detail</b>		Statutory applications and approvals and detailed design and specification for works.	<b>Requested Payment (Excl GST)</b>	\$55,000.00	
<b>Duration (ie number of days, weeks, months)</b>		120 days	<b>Proposed Timeframes (ie specific dates 1 Jan 13 to 28 Feb 13)</b>	Dec 2013 – March 2014	
<b>Key Stage Activities/Tasks</b>	All statutory applications are to be completed and submitted for approval. Finalise detailed design and specification for works.				
<b>Deliverables (NB deliverables are tangible items achieved as a result of the activities conducted for the stage of the project)</b>	Statutory applications submitted. Detailed design and specifications for works complete.				
<b>DCS Reporting Requirements</b>	<ul style="list-style-type: none"> <li>• Progress Report Template; and</li> <li>• Supporting documentation as evidence that the milestone deliverables have been achieved.</li> </ul>				

<b>Stage</b>	3	<b>Name of Stage</b>	Construction		
<b>Stage Detail</b>		Rehabilitation and stabilisation of the bank	<b>Requested Payment (Excl GST)</b>	\$354,068.96	
<b>Duration (ie number of days, weeks, months)</b>		90 days	<b>Proposed Timeframes (ie specific dates 1 Jan 13 to 28 Feb 13)</b>	March 2014 – May 2014	
<b>Key Stage Activities/Tasks</b>	Establishment of Site, Environment Controls, Preparation and Clearing of Bank, Remediation Works, Site restoration and Disestablishment				

<b>Deliverables</b> (NB deliverables are tangible items achieved as a result of the activities conducted for the stage of the project)	Rehabilitation and stabilisation of the bank against future rapid drawdown and erosion. Reinstatement of Council Infrastructure.
<b>DCS Reporting Requirements</b>	<ul style="list-style-type: none"> <li>• Progress Report Template</li> <li>• Practical Completion Certificate; and</li> <li>• Supporting documentation as evidence that the milestone deliverables have been achieved.</li> </ul>

<b>Stage</b>	<b>4</b>	<b>Name of Stage</b>	Finalisation	
<b>Stage Detail</b>		Financial details for the life of the project.	<b>Requested Payment (Excl GST)</b> (NB minimum 20% of approved funds)	\$103,517.24
<b>Duration</b> (ie number of days, weeks, months)		30 days (NB after the final report is submitted)	<b>Proposed Timeframes</b> (ie specific dates 1 Jan 13 to 28 Feb 13)	June 2014
<b>Key Stage Activities/Tasks</b>		Complete the Audited Acquittal Template to provide a verified financial record covering the life of the project.		
<b>Deliverables</b> (NB deliverables are tangible items achieved as a result of the activities conducted for the stage of the project)		Completed Audited Acquittal Template and Independent Auditor's Statement.		
<b>DCS Reporting Requirements</b>		<ul style="list-style-type: none"> <li>• Completed Audited Acquittal Template</li> <li>• Final Report Template; and</li> <li>• Independent Auditor's Statement.</li> </ul>		

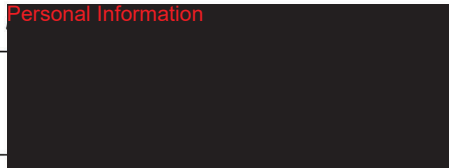


**DECLARATION**

To be signed by the Chief Executive Officer or equivalent.

- I declare that the information given in this form is complete and correct, and the appropriate group or organisation endorsement has been received to submit this application.
- I consent to the release of information in this project plan (excluding personal details) for non-commercial public information purposes.
- Should this project plan be successful, I confirm that the project will not commence until after funding has been approved and agreement with the State lead agency has been signed.

\* strike out which ever does

Personal Information  


<b>Signature</b>	
<b>Name</b>	Peter Byrne
<b>Position</b>	Chief Executive Officer
<b>Date</b>	

**STATEMENT OF DELEGATED AUTHORITY**

I, \_\_\_\_\_, have the delegated authority to sign this application on behalf of the Chief Executive Officer.

**PROJECT PLAN CHECKLIST**

- All sections of this form have been completed;
- Project Plan has been lodged, by due date on application approval letter, in Word Document format via email to [emqgrants.subsidies@dcs.qld.gov.au](mailto:emqgrants.subsidies@dcs.qld.gov.au);
- All relevant supporting documents is included with the project plan/business case;
- Evidence of Council support for the project (council minutes).

Office Use Only	
DCS Contact Officer	
EMQ Regional Contact Officer	
Date Application Received	
Department File Number	
Grant Management Team Database Entry only	
ID Number	Data Entry Date