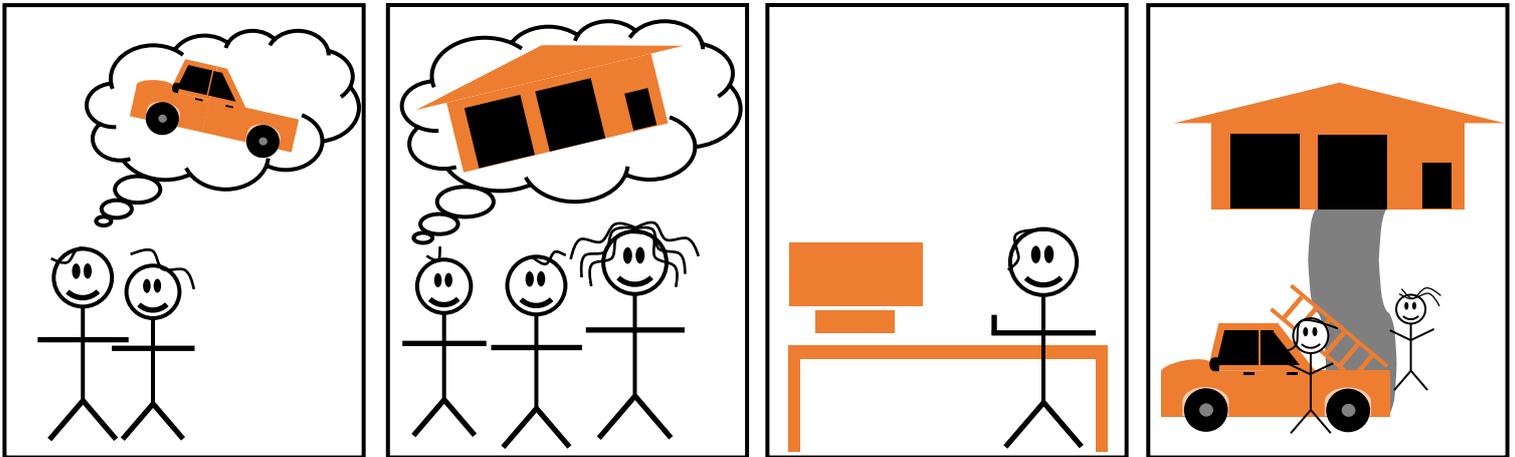


Funding Guidelines

2019-2020 State Emergency Service Support Grant



www.ses.qld.gov.au



SES Support Grant

Funding Guidelines 2019-20

Contents

Guidelines and General Information	4
Background	4
Aim	4
Objectives.....	4
Program Information	5
Eligible Organisations.....	5
Eligible Projects.....	5
Geographical Area	5
How often can you apply?	5
Opening and Closing Dates.....	5
Timeframes	5
Key Dates Timeline.....	6
Definitions	6
General Provisions	8
General Powers of Administration.....	9
Assistant Commissioner Delegation.....	9
Legal Accountability	9
Funding Acknowledgement.....	9
Application of GST	10
Project Requirements	10
Accommodation	11
Vehicles	13
Vehicle Trade-ins	13
Vehicle Registration	13
Vehicle Badging	13
Special Funding Arrangement.....	14
How are Applications processed?	14
Process Overview	15
Assessment and Approval of Grants.....	15

1. Preliminary Assessment.....	16
2. Amendments.....	16
3. Regional Manager/Director Ranking.....	16
4. State Assessment Committee.....	16
5. Assistant Commissioner Approval.....	16
6. Announcements.....	16
7. Contractual Agreement.....	17
Appeals.....	17
Payment of the Grant.....	18
1. Selecting the Supplier.....	18
2. Invoicing.....	18
3. Acquittal of Projects.....	18
4. Payment of Funds.....	19
5. Finalising the Agreement.....	19
Variations.....	19
Further Information.....	19
QFES Grants.....	20

Guidelines and General Information

Background

The State Emergency Service Support Grant is a Queensland Government Grant Program administered by Queensland Fire and Emergency Services (QFES).

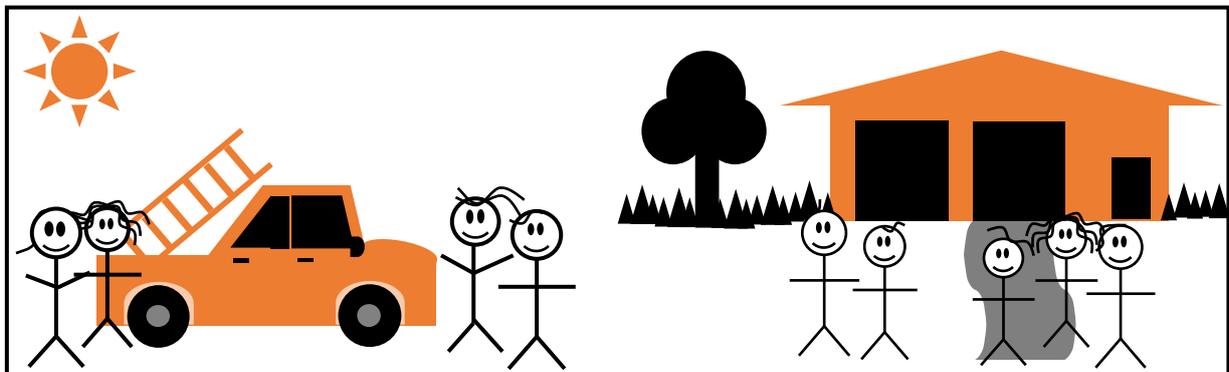
Aim

The aim of the Program is to provide financial assistance to Local Governments enabling the SES to respond to disasters and emergencies.

Objectives

The main objectives of the Program are to:

- Encourage Local Governing Bodies to work cooperatively with the Queensland Government in the provision of a community based, volunteer emergency service that is capable of effectively and efficiently responding to disasters and emergencies.
- Assist in the provision of facilities for training, operations and the safe storage of SES equipment.
- Encourage Local Governing Bodies to contribute additional resources for disaster and emergency management.
- Encourage the development of a community based, volunteer emergency service with the necessary skills and resources to carry out their approved functions.
- Ensure that SES resources are allocated appropriately and with due consideration of local needs.



Program Information

Eligible Organisations

All Queensland Local Governments are eligible under the SES Support Grant.

An inactive SES Group under a Local Government is eligible for a subsidy where it can be demonstrated that the Group will be re-established within 12 months of the application (written approval from Regional Director/Manager will be required).

Eligible Projects

Accommodation: Up to \$75,000

Vehicles: Up to \$30,000

Geographical Area

Whole of Queensland.

How often can you apply?

The SES Support Grant opens annually. One application per SES Group/Unit per Round will be accepted. If there are multiple applications from the one Local Government, applications must be prioritised from 1 onwards (1,2,3... with 1 being the highest priority) in the nominated section on the Application Form.

Applications received for SES Groups/Units that have an existing open SES Non-Recurrent Subsidy Program grant agreement will not be accepted.

Opening and Closing Dates

Opens: Monday 8 October 2018

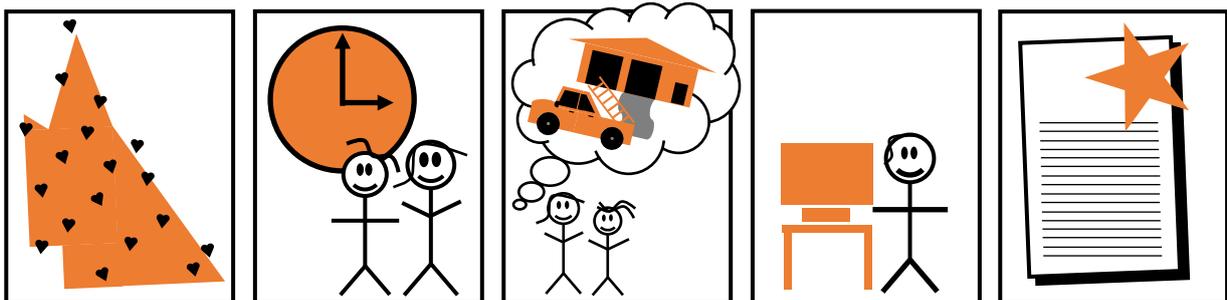
Closes: Friday 30 November 2018

The cut-off date for all amendments is Thursday 3 January 2019. Any amendments received after this date may not be accepted.

Timeframes

Successful applicants have up to 12 months to complete the project/purchase the equipment. See Key Dates Timeline and Payment of Funds.

All requests for Variations are due by 30 April 2020.



Key Dates Timeline

<p>October 2018</p>	<p>Invitation to Apply</p> <ul style="list-style-type: none"> • 2019-20 Round <u>Opens Monday 8 October 2018.</u> • Announcements online via the SES Website and Volunteer Portal. • Invitation to Apply sent to Local Governments.
<p>November 2019</p>	<p>Receipt of Applications</p> <ul style="list-style-type: none"> • Applications are received by QFES. • 2019-20 Round <u>Closes Friday 30 November 2018.</u>
<p>December 2018</p>	<p>Assessment</p> <ul style="list-style-type: none"> • Summary of applications forwarded to SES Regional Managers/Director for comment.
<p>January 2019</p>	<ul style="list-style-type: none"> • All <u>amendments due by Thursday 3 January 2019.</u> • State Assessment Committee appraises applications and prioritises funding.
<p>February 2019</p>	<p>Subsidy Announcement</p> <ul style="list-style-type: none"> • Notification provided in writing to successful and unsuccessful applicants.
<p>July 2019 to June 2020</p>	<p>Subsidy Payment</p> <ul style="list-style-type: none"> • Project works completed and acquittal documents submitted to QFES. • Payment of approved subsidies.
<p>April 2020</p>	<p>Variations</p> <ul style="list-style-type: none"> • All <u>variations due to QFES by 30 April 2020.</u>
<p>June 2020</p>	<p>Project Completion</p> <ul style="list-style-type: none"> • All <u>acquittal documents due to QFES by 30 June 2020.</u>

Definitions

For the purpose of the SES Support Grant, except where a contrary intention appears:

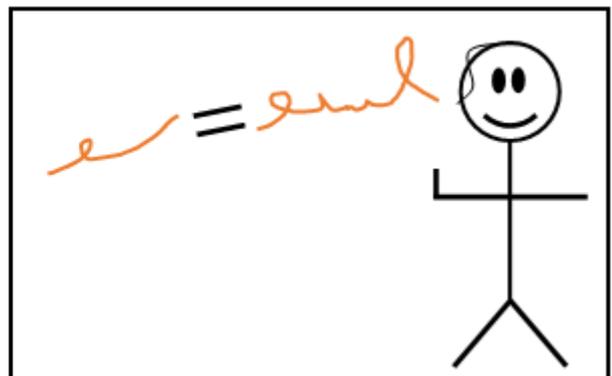
- 'Assistant Commissioner' means the Assistant Commissioner, State Emergency Service, Queensland Fire and Emergency Services
- 'QFES' means Queensland Fire and Emergency Services
- 'PSBA' means Public Safety Business Agency
- 'Approved' or 'Approval' means, approved by, or an approval by the Assistant Commissioner or any duly authorised person
- 'Project' means construction, upgrade and enhancement of facility and purchase of vehicle/s
- 'Local Governing Body' (also referred to as 'Local Government', 'Council' and/or 'Organisation') includes:
 - A Local Government or joint Local Government constituted under the *Local Government Act 1993*
 - The Brisbane City Council constituted under the *City of Brisbane Act 1924*
 - A Local Government constituted under the *Local Government (Aboriginal Lands) Regulation 2001*
 - An Island Council constituted under the *Community Services (Torres Strait) Act 1984*
 - Any other body or person deemed by the Assistant Commissioner to be a Local Governing body for the purpose of the SES Support Grant
- 'Applicant' means the Local Governing Body and SES Group/Unit applying for grant funding
- 'Grant' means financial assistance paid to an individual or organisation where there is a purpose to the transaction
- The State Assessment Committee (SAC) is a committee comprised of the following members:
 - A representative from one of the SES Regional or Area Offices (usually an Area Controller)

- A representative from the SES Volunteer Consultative Committee (VCC). A list of VCC members can be obtained from the SES State Office
- A representative from the Local Government Association of Queensland (LGAQ)
- The Assistant Commissioner
- A representative from the SES Logistics team

Members for the SAC vary each year and are recommended by the Assistant Commissioner.

The role of the SAC is to determine the State's priorities for the SES Support Grant funding and advise the Assistant Commissioner of priorities and recommendations for funding.

- 'Round' means the annual process of the SES Support Grant.



General Provisions

General Powers of Administration

The Assistant Commissioner may make all such decisions and take all such actions that the Assistant Commissioner sees fit for:

- The furtherance or more effective achievement of the objectives and purposes of the SES Support Grant
- Obtaining documents in respect of an approved project
- Extending periods of time
- Remediating irregularities
- Determining subsidy entitlements

Assistant Commissioner Delegation

The Assistant Commissioner may delegate either generally or in specific cases in such terms as the Assistant Commissioner may decide, the powers and duties of the Assistant Commissioner under the SES Support Grant.

Legal Accountability

QFES is legally responsible to properly account for public money. This responsibility includes accounting for any funds provided in the form of subsidy.

By accepting grant funds from QFES, Local Governing Bodies also become legally accountable to ensure that the public money is properly spent.

Funding Acknowledgement

Applicants must use their best endeavours to acknowledge the funding received from the State of Queensland through QFES under the SES Support Grant. This applies to all publications, articles, signs, posters, etc. prepared in relation to projects funded under the Program as well as relevant forums, conferences and project openings.

Application of GST

Under the *Goods and Services Tax Act 1999* (the legislation) and associated tax rulings, the subsidy paid to the Local Government is deemed to be not subject to GST.

The Local Governing Body must advise QFES of the:

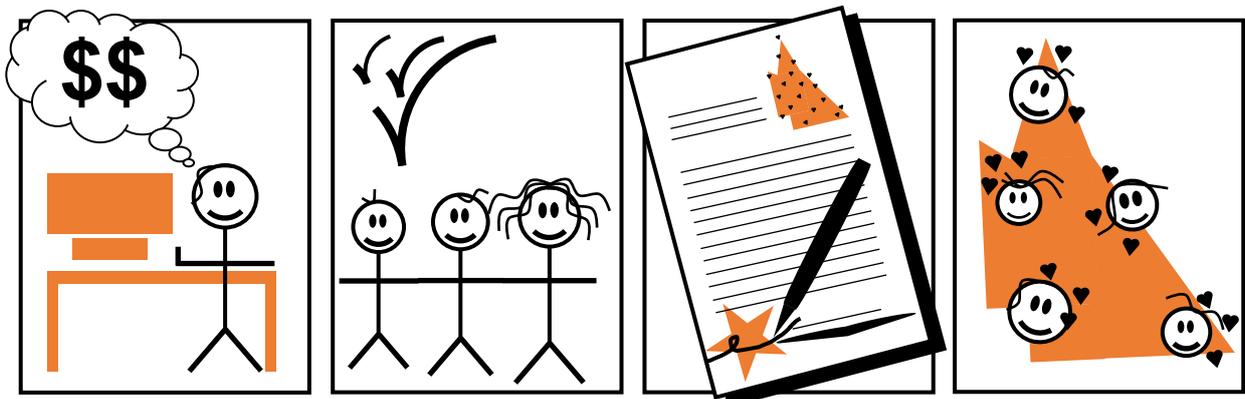
- Total project cost excluding GST
- Total amount requested excluding GST

The actual Grant is:

- Exclusive of GST

QFES will generate a Recipient Created Tax Invoice (RCTI) on behalf of the Local Government showing the 'exclusive' amount.

Compliance with the legislation is a requirement of the federal taxation legislation. For more information, visit the Australian Taxation Office (ATO) website at <http://www.ato.gov.au>.

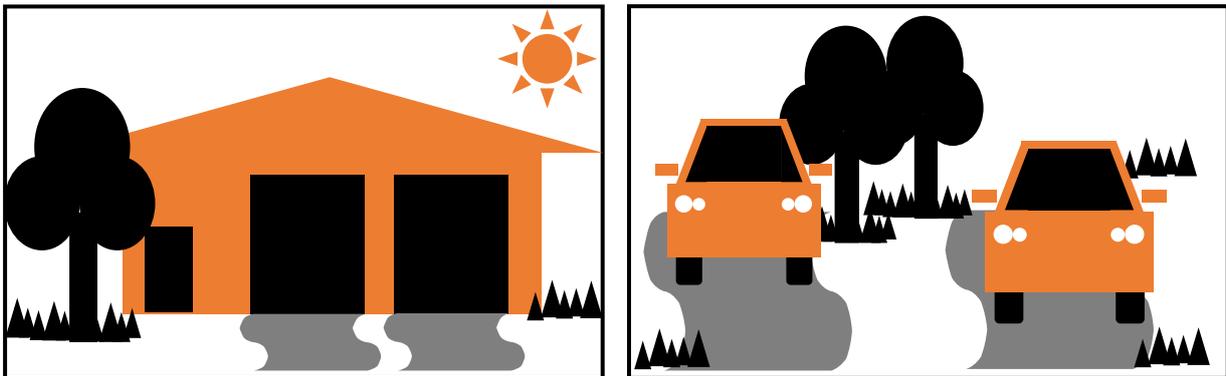


Project Requirements

Grants will not be provided retrospectively unless formally agreed with QFES.

One of the clearest indicators that funding assistance is not essential is if the project has started before subsidy approval. If the project, or any component of the project forming part of the application has been started before QFES provides a formal notification of subsidy approval, it may be deemed ineligible. Planning and pre-approval processes prior to grant approval are acceptable and required.

Local Governments can apply for funding for projects that fall within the following categories. Projects that fall outside of these categories will be deemed ineligible.



Accommodation

Funding is available to assist with the provision of suitable accommodation i.e. the purchase, construction, modification/renovation, extension and/or land for SES Groups and Units. Subject to the availability of funds and set criteria, QFES will provide 75% of the total cost of each project up to a maximum notional amount of \$75,000.

Adequate and relevant planning must be undertaken prior to applying for the subsidy. This includes, but is not limited to:

- Consultation with all relevant stakeholders
- Professional advice, on the design, cost, construction and site requirements of the project
- Security of other financial contribution toward the project
- Start and finish of the project within twelve months of approval of the proposal

It is recommended that the relevant SES Region is consulted before planning is undertaken to identify possible opportunities for shared agency accommodation.

The project should assist Local Governments to provide essential operational and training facilities for the SES Group/Unit. The building/area available for SES use should allow for the following functions and components (dependant on other available resources):

- Indoor training
- Safe custody of stores and equipment
- Administrative needs
- An operations centre
- Appropriate amenities

The land and/or building to be purchased, constructed, extended or renovated should be, or become, the property of the Local Government. The purchase of land must be in conjunction with the provision of accommodation.

When considering Local Government's contribution to the SES accommodation project and the costs involved, the following should be taken into consideration:

- Building Valuation - Certification by a qualified State Valuer must be undertaken when assessing the value of an existing building to be used as the Local Government's contribution
- Land Valuation - The value of the land owned by Local Government is not to be included in cost figures. The land value can only be included if the land is to be purchased
- Actual Expenditure - Only actual expenditure to be incurred by Local Government is to be included in the total cost of the project. Items such as voluntary labour, subscriptions, donated material and donated use of plant are not to be included
- Leased Land - Buildings on leased land are not normally eligible for a subsidy. Considerations may be given if the term of the lease extends beyond the economic life of the building to be constructed. Lease fees cannot be included as a component of State or Local contribution
- Co-Tenants – When buildings are shared with other organisations, consideration will be given to the provision of a subsidy for the component of the building provided for SES use

Vehicles

Funding is available to Local Governments for the acquisition or replacement of suitable new and second-hand vehicles (excluding leased vehicles) for local SES Groups and Units. Subject to the availability of funds and set criteria, QFES will provide dollar for dollar funding up to a maximum of \$30,000 per vehicle purchased.

Vehicles must be suitable for SES activities and meet the requirements of local conditions. For example, it may be relevant to have a vehicle with off-road, cross-country capabilities.

A standard SES vehicle is a 4WD or Crew Cab with air-conditioning and power steering.

Local Governments are permitted to use vehicles from the Local Government fleet (if considered suitable) for initial issue or replacement of an official SES vehicle. The vehicle must be allocated to the local SES Group/Unit as an official SES vehicle and used for SES activities only.

Vehicle Trade-ins

When trade-ins are required to purchase replacement SES vehicles, the subsidy will be assessed on the base price of the vehicle minus the trade-in amount (provided on a trade-in valuation report/certificate). The trade-in value will be taken off the total cost at the time of payment. See [Payment of the Grant](#) section for more information.

Make sure you include the trade-in amount on the funding table. Funding may be rescinded if trade-in values are not disclosed.

Vehicle Registration

QFES is responsible for the registration of all official SES vehicles on behalf of the SES. SES vehicles are to be registered in the name of QFES and fitted with Queensland Government (QG) plates.

Any vehicle not registered with QG plates will not be covered by the QFES insurance policy. The insurance policy covers the vehicle in the event it is damaged during authorised SES activity or activation.

If the SES vehicle requires QG plating, contact the relevant SES Regional/Area Office.

Vehicle Badging

QFES is responsible for the provision of official SES vehicle badging and lighting. It is the Local Governments responsibility to affix/install these components in accordance with BMP 8.0 Vehicle Badging.

Special Consideration

Funding is available for projects that fall outside of these categories in unique and special circumstances. Requests for special consideration will be considered on a case-by-case basis. The request should be made in writing by the Local Government at the time of applying for SES funding, taking into account such matters as:

- Local Government expenditure
- Level of risk protection achieved for the whole community in relation to the scale of the project
- Other relevant issues

Special Funding Arrangement

The contribution of the Local Government may be reduced or waived by agreement with QFES in extenuating circumstances:

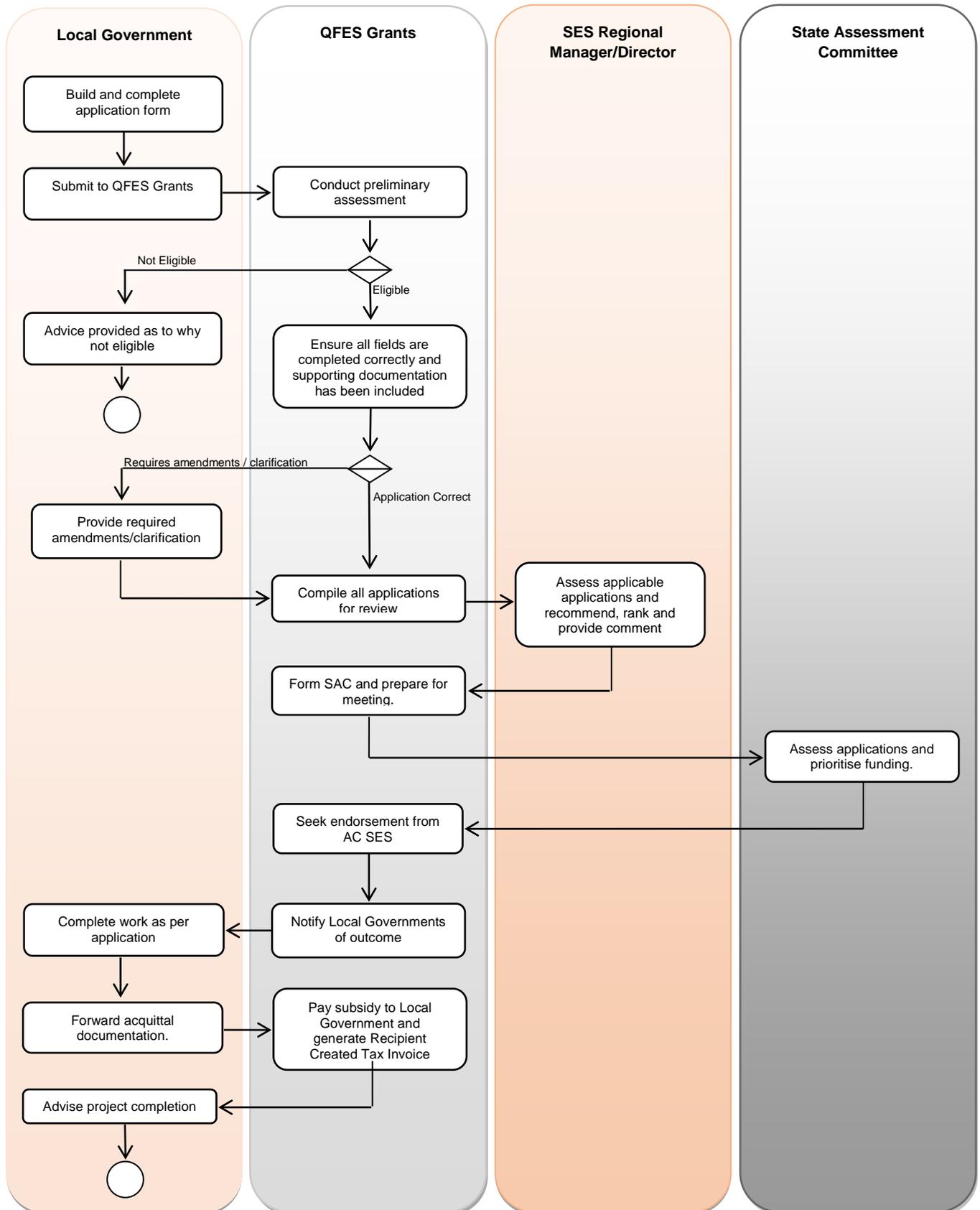
- Where Local Governments procure gross rates and utility charges revenue under \$10,000,000
- There are evidential demographic matters
- The Local Government can demonstrate financial hardship.

Requests for a reduction or waiver of the Local Government contribution will be considered on a case-by-case basis. The request should be made in writing by the Local Government at the time of applying for SES funding, taking into account such matters as:

- Local Government rate revenue and capacity to raise funds
- Local Government expenditure
- Local Government service area
- Population affected
- Degree of risk and level of vulnerability of the affected community
- Level of risk protection achieved for the whole community in relation to the scale of the project
- Other relevant issues

How are Applications processed?

Process Overview



Assessment and Approval of Grants

1. Preliminary Assessment

Applications are received by QFES Grants and a preliminary assessment is conducted. For more information see [Complete your Application Correctly](#).

Make sure your application is completed correctly and your project is eligible. If ineligible, your application will be returned.

2. Amendments

QFES Grants will endeavour to contact applicants regarding any required amendments/clarification. The cut-off date for all amendments is Thursday 3 January 2019. Any amendments received after this date may not be accepted.

3. Regional Manager/Director Ranking

SES Regional Managers/Director assess applications for their relevant Regions and make recommendations.

4. State Assessment Committee

The State Assessment Committee is formed and meets to assess all applications according to the Application [Assessment Criteria](#). The allocation of funds is based on priorities and availability of funding. See [State Assessment Committee Assessment of Applications](#) for further information.

5. Assistant Commissioner Approval

Recommendations are considered and approved by the Assistant Commissioner, SES.

When making a funding determination, the Assistant Commissioner considers:

- The proposed use of the requested funds
- The nature and risk of disasters
- The financial position of the respective Local Government
- The financial viability of the project
- The need for the project

6. Announcements

Local Governments are advised in writing by way of a Notification Letter regarding success or otherwise, of their applications. See [Key Dates Timeline](#) for a timeline of key dates.

7. Contractual Agreement

Prior to the provision of funding, the Applicant completes a Funding Agreement with QFES. The agreement includes the items outlined in these guidelines, the terms of which will not be negotiated. If the Agreement is not received by the due date, grant funding may be rescinded.

Appeals

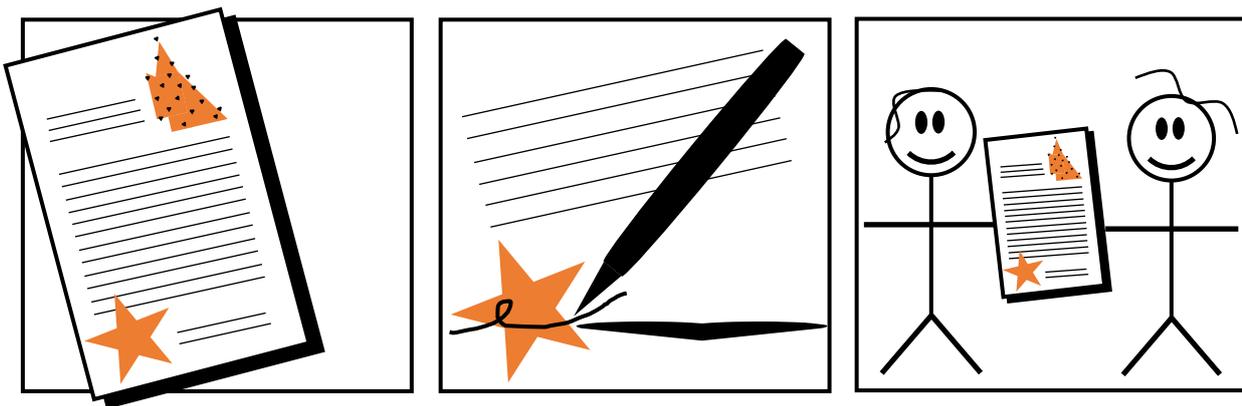
Upon receipt of the Notification Letter, the Applicant has 21 days to appeal and request feedback from the Assistant Commissioner.

If the Applicant is not satisfied with the feedback provided, a letter to the Commissioner, QFES can be submitted.

The Letter to the Commissioner, QFES must be:

- Prepared on Local Government letterhead;
- Signed by the Chief Executive Officer (or equivalent); and
- Set out the reason/s for seeking a review of the decisions.

The Commissioner, QFES or his/her delegate will review the decision and respond within 21 days to the Applicant.



Payment of the Grant

All projects must be completed and submitted by 30 June 2020. If acquittal documents are not received by the due date, grant funding may be rescinded.

1. Selecting the Supplier

Applicants source the minimum number of quotations required (See [Minimum Quotation Requirements](#) and [Part-funding by Local Government](#) for further information).

The desired supplier should be selected from these quotations.

2. Invoicing

All invoices associated with the project are to be addressed to the Applicant. It is the Applicant's responsibility to manage and pay for all invoices.

3. Acquittal of Projects

Applicants must provide the following acquittal documents to QFES Grants.

Accommodation	Vehicles (For new or second hand vehicles*)
✓ Completed <i>Accommodation Financial Report and Certificate of Satisfactory Completion</i> signed by the appropriate Officers (refer to Appendix A or request from QFES Grants)	✓ Completed <i>Vehicle Subsidy Completion Certificate</i> signed by the appropriate officer (refer to Appendix B or request from QFES Grants)
✓ Copies of all tax invoices associated with the expenditure	✓ A valid tax invoice or valuation report/certificate**
✓ Photographs of the completed project	

* Where the purchase of a new or second hand vehicle was assisted through a trade-in, ensure the trade-in amount is clearly displayed on the tax invoice or valuation certificate.

** The valuation report/certificate must be on a dealer valuation template with a signature of the individual undertaking the assessment. If a valuation template does not exist for the dealer then the details of the vehicle (make/model/year/and kilometres driven/general condition of the car) and the valuation price must be listed on the company letterhead, along with the assessor's signature.

4. Payment of Funds

Upon receipt of all acquittal documents, the Assistant Commissioner, SES approves the payment of grant funds to Applicants. QFES Grants process the payment and generate a Recipient Created Tax Invoice.

QFES does not accept invoices from Applicants for the funding amount.

5. Finalising the Agreement

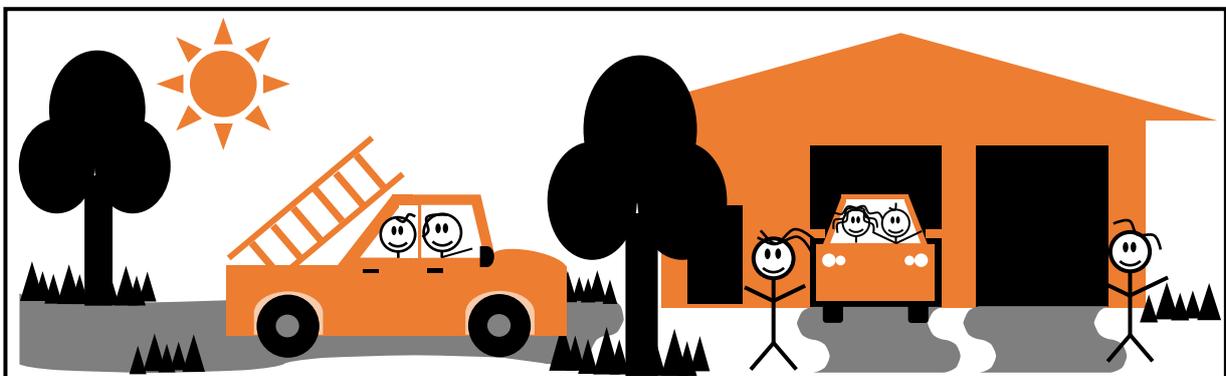
Once payment has been processed, QFES Grants will email Applicants:

- A letter advising of Project completion
- A Recipient Created Tax Invoice

Variations

A request to change any details to the project (including contact details, timeframes, vehicle/accommodation scope etc.) must be submitted in writing to QFES Grants. Applicants must provide a **Variation to Subsidy Form** (Appendix C) by 30 April 2020.

A Reminder Letter will be sent to all Local Government's with outstanding subsidies by the end of March 2020. If the *Variation to Subsidy Form* is not received by the due date, funding may be rescinded.



Further Information

The Guidelines, Appendices and Application Forms are available from QFES Grants and on the [SES website](#).

For more information on grant applications, refer to BMF 6.0 SES Subsidy Program.

For further information regarding the SES Support Grant please contact:

QFES Grants

Email

QFES.Grants@qfes.qld.gov.au

Phone

3635 1575

© State of Queensland (Queensland Fire and Emergency Services) 2016

The Queensland Government, acting through the Queensland Fire and Emergency Services, supports and encourages the dissemination and exchange of publicly funded information and endorses the use of the [Australian Governments Open Access and Licensing Framework](#) (AusGOAL).

All Queensland Fire and Emergency Services material in this document – except the QFES logo, any material protected by a trademark, and unless otherwise noted – is licensed under a <https://creativecommons.org/licenses/by/4.0/legalcode>.



The Queensland Fire and Emergency Services has undertaken reasonable enquiries to identify material owned by third parties and secure permission for its reproduction. Permission may need to be obtained from third parties to re-use their material.

Written requests relating to the copyright in this document should be addressed to:

Intellectual Property Coordinator
Legal Services, Ministerial and Executive Services
Public Safety Business Agency
GPO Box 9879, Brisbane 4001
EM: PSBA.Copyright@PSBA.qld.gov.au

Public Safety Business Agency working in partnership with the Queensland Fire and Emergency Services

Disclaimer

To the extent possible under applicable law, the material in this document is supplied as-is and as-available, and makes no representations or warranties of any kind whether express, implied, statutory, or otherwise. This includes, without limitation, warranties of title, merchantability, fitness for a particular purpose, non-infringement, absence of latent or other defects, accuracy, or the presence or absence of errors, whether or not known or discoverable. Where disclaimers of warranties are not allowed in full or in part, this disclaimer may not apply.

To the extent possible under applicable law, neither the Queensland Government or the Queensland Fire and Emergency Services will be liable to you on any legal ground (including, without limitation, negligence) or otherwise for any direct, special, indirect, incidental, consequential, punitive, exemplary, or other losses, costs, expenses, or damages arising out of the use of the material in this document. Where a limitation of liability is not allowed in full or in part, this limitation may not apply.