



## Frequently Asked Questions

### Drought Communities Programme - Extension

#### 1. What types of local community infrastructure/facilities/spaces will the programme support?

Examples of local community infrastructure/facilities/spaces include:

- bike paths
- skate parks
- foot paths
- street scapes
- community centres
- health centres
- recreational facilities
- parks
- sporting facilities
- stadiums, arenas
- libraries
- showgrounds
- caravan parks
- men's sheds
- roads.

This list is not exhaustive.

#### 2. What types of projects could be undertaken at these local community infrastructure/facilities/spaces?

Example activities to repair, maintain, upgrade, construct and fit-out local community infrastructure/facilities/spaces include:

- lighting upgrades or new lighting
- fencing - around facilities, swimming pools
- solar panels
- drainage and watering systems
- amenities - drinking fountains, BBQs areas, park furniture, shelters, footpath renewal
- sport and recreational facilities - tennis courts, gymnasiums, scoreboards, medical equipment, golf clubs
- kitchen upgrades and/or repairs
- power connections at caravan sites
- improved disability access
- purchase of equipment - computers, televisions, furniture, fixture and fittings
- purchase of vehicles and trailers for community transport services, surf lifesaving, medical
- purchase of equipment for local State Emergency Service
- foot path renewal and beautification.

This list is not exhaustive.

Projects are expected to lead to the employment of locals.



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### Application Form

#### 3. What should be included in the project title?

The title should be broad to encompass all activities in the project.

#### 4. What should be included in the project description and key activities?

The project description should be a general description that encompasses all of the projects within your application. Details of the individual project activities should be included and additional detail should be listed in the milestones.

For example:

The (Eligible Council name) will undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement.

The (Eligible Council name) Drought Extension Program will undertake a range of infrastructure and event based projects which will make a difference to the smaller towns and villages impacted by drought and provide broader benefits to the entire council area.

#### 5. What should project outcomes include?

**Project** Outcomes should be aligned to the **Program** Outcomes:

- **Increase employment in regions** for locals and/or farmers/contractors whose employment has been affected by the drought
  - Ensure approximate numbers of jobs are estimated
- **Improve levels of economic activity** in regions
  - Explain in detail how the local economy will be affected by the project?
- **Increase productivity** in regions
  - Explain how the project will encourage investment, business activities & local economic benefits?
- **Enable better retention of businesses, services and facilities.**
  - Explain how the benefits of the project will lead to better retention of businesses and services. Comment on tourism, trade or improved services

#### 6. What should be included in the project title for publication?

The title should be broad to encompass all activities in the project e.g. Community infrastructure upgrades and improvements in (Eligible Council name).

#### 7. What should be included in the project description for publication?

The project description for publication should be a concise general description that encompasses all the activities and or sub-projects included in the project.



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### 8. How long should the project duration be?

Refer to Section 3.2 Project Duration on page 6 of the [Drought Community Programme - Extension Guidelines](#) for the project end date applicable to your Council.

Ensure the project duration is within the eligible project period for your council. Ensure your project includes a buffer and allows for possible delays and contingencies. Grantees are welcome to submit the End of Project Report before the due date.

### 9. What should be included in the project budget?

The expenditure budget is broken up into four main areas:

1. Equipment
2. Materials
3. Other costs
4. Suppliers, consultants and contracted labour

Ensure:

- All expenditure costs are GST exclusive
- Include any co-contribution amounts, these will be listed in the Grant Agreement

The costs of developing an Adverse Event Plan and preparing an Independent Audit Report can be claimed as Other Eligible Expenditure.

### 10. What is ineligible expenditure?

Please be aware that the following costs are not covered under Drought Communities Programme - Extension:

- Council on-costs, except salary on-costs for contractors
- Payment of salaries for existing Council staff or contractors, unless contracted specifically for the term of the project
- The Council's core or business-as-usual operations costs
- Costs for community vouchers or cash handouts
- The development of private or commercial ventures, including licenced areas of registered clubs.

Ineligible expenditure is listed in Section 5 of the [Drought Community Programme - Extension Guidelines](#).

### 11. What should milestones include?

Milestones should be clear, measurable, and describe the activity to be completed.

Milestones should represent the sequence of events required for the completion of your project. You should explain what activities will occur at each stage and what the anticipated duration will be.

Do not provide general milestones related to any project e.g. completed work, report to be prepared, review quotes, start project, commence work, and complete project etc but rather provide milestones that reflect your specific project.

Your milestones should allow us to assess how your project is progressing and what your project will achieve.



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If you have a number of sub projects/activities included under one application, each of these should be captured in separate milestones.

### 12. What should be included in the Risk Management Plan question?

The Risk Management Plan should identify all significant risks to the project as well as identify mitigating strategies.

### 13. What is an Adverse Event Plan?

An Adverse Event Plan is a plan that meets the needs of the community and considers the following:

- natural resource management i.e. water supply, ground cover and trees, erosion and biodiversity
- economic diversification and community resilience i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership
- communication and coordination i.e. how do you let people know what's available, how do you communicate in hard times for recovery?

If the Council does not have an existing Adverse Event Plan then it is possible to use part of the grant funding to develop one.

### 14. What is an Independent Audit Report?

An Independent Audit Reports is required for all projects with grant funding more than \$500,000.

Ensure audit report costs are factored into your project budget. A maximum of one percent of the total eligible project expenditure, can be claimed as costs, under Other Eligible Expenditure.

Ensure you use the audit report template which will be emailed to you during the project.

### 15. What types of community events are supported under the programme?

A community event brings the community together in some way. For this programme the emphasis is around how locals will benefit from the event especially through employment opportunities and supporting mental health.

### 16. Can an eligible council work together with another eligible council to complete a project?

Yes. Provided both councils are eligible for the program. Each council would submit a separate application and reference the other council/s in their application. A project could be undertaken in partnership where each council would specify in their application their role in the project and their requested funding. If successful, each council would be contracted separately and required to report on their project.

The guidelines do not allow for joint applications (i.e. one application from multiple councils).

### 17. Are councils required to follow standard tendering and procurement processes?

Yes. Councils are required to be compliant with all relevant laws and regulations under this programme.



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If the project requires a tender process to be completed, councils must adhere to that process. The timing available for the programme may restrict the types of projects that can be submitted.

### **18. Can councils replenish water tanks on private properties for human consumption?**

No. Projects under this program are to provide relief and benefits to the wider community, not just individuals. Councils seeking funding for water carting or other water related projects would need to devise a strategy to allow the whole community to benefit - for example, a plan to allow a group of community members to replenish their water tanks.

### **19. Can councils establish new and/or expand bore holes on public properties?**

Yes. This activity would be considered eligible. The bores holes would provide a benefit to the local community and locals/contractors can be employment and equipment sourced from local businesses to complete the work. An example would be the construction of a new bore water hole for the local park's amenities block.

### **20. Can councils use the grant funding to refurbish and/or revamp shop fronts located in the main town centre with the work being carried out by local workers?**

Yes. This would be eligible. This project would lead to the employment of local people in the area and could encourage more visitors to the town to contribute to the economic activity of the region.

### **21. Can grant funds be used towards an Undergraduate Scholarship Programme? For example, targeting talented students from rural / farm backgrounds who otherwise will not be able to pursue their academic studies as a consequence of the drought.**

Maybe. This activity does not meet project requirements unless it: leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities. Councils would need to put forward a detailed description as to how the project benefits the broader community.

### **22. What is covered in the definition "community facilities", would employee or community housing be classed a community facilities? For example, a remote council that provides housing to in order to attract new employees or provide community housing for rent to community members.**

No. This activity does not meet project requirements unless it: leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities.

The programme will not fund the purchase of existing buildings. The programme will not fund projects that benefit the council and not the community.

### **23. The impact of the drought has caused additional sedimentation loads resulting in water treatment issues, with existing filtration equipment being unable to cope. Would a project to improve the filtration process be considered eligible?**

Maybe. Councils would need to put forward a detailed description on how the project benefits the broader community. This activity does not meet project requirements unless it; leads to employment of



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locals, contribute to the economic activity of the community, and/or lead to the retention of businesses, services and facilities.

**24. Can councils, through a planned community initiative, provide `voucher/gift cards' to spend within the local region? These programs allow cards (e.g. eftpos or other types of cards) to be loaded with funds and then utilised solely within the local community/shire?**

No. The intent of the Drought Communities Programme - Extension is to support local community infrastructure and other drought relief projects.

Support of this type (vouchers/gift cards) for communities impacted by drought is being delivered through the Drought Community Support Initiative Programme. More information can be found [here](#).

**25. Can councils provide funding to the local community to subsidise payment of council and water rates?**

No. Providing rate relief is not eligible under the programme. The intent of the programme is to provide funding for projects expected to: lead to the employment of locals, contribute to the economic activity of communities/regions, or lead to the retention of business, services and facilities.