

Northern Territory Natural Disaster Resilience Program 2017-18

Project Manager's Guide

Applicable for funding recipients of:

- Northern Territory Disaster Resilience Emergency Volunteer Fund (DREVF)
- Northern Territory Disaster Resilience Fund (DRF)
- Northern Territory Risk Priority Project Fund (TRPPF)

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5. Background

Natural disasters such as floods, bushfires and tropical cyclones occur regularly across the Northern Territory. They can cause hundreds of millions of dollars of damage to homes, businesses and the Territory's infrastructure, along with causing serious disruption to our communities.

Scientific research indicates there is potential for significant increases in flooding, more intense weather systems, an increase in proportion of tropical cyclones in the more intense categories (category 4 or 5) as well as an increase in fire-weather risk with warmer and drier conditions. In 2009, an initial four year National Partnership Agreement on Natural Disaster Resilience (NPA) was agreed to by the Commonwealth and states and territories, forming the Natural Disaster Resilience Program. A 12 month extension until 30 June 2018 has been signed and will be backdated to commence from June 2017.

The purpose of this program is to fund natural disaster resilience works, measures and related activities that enhance Australian communities' resilience to natural disasters. The Northern Territory Natural Disaster Resilience Program (NDRP) consists of three grant schemes:

- Northern Territory Disaster Resilience Emergency Volunteer Fund (DREVF),
- Northern Territory Disaster Resilience Fund (DRF), and
- Northern Territory Risk Priority Project Fund (TRPPF).

The Department of the Chief Minister manages the NDRP on behalf of the Northern Territory Government (NTG).

This guide is for managers of projects that have been approved for funding in 2017-18. Project managers should familiarise themselves with the contents of this guide and of the Funding Agreement at the commencement of the project.

If you require any further assistance or advice in relation to your project please contact the NDRP Manager.

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GPO Box 4396
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6. Approval of Funding

Applications for proposed projects are assessed by the NDRP Selection Committee and successful projects are decided by the NDRP Steering Committee. Successful applicants will receive a letter from the NDRP Manager outlining the process for managing funding. Before any funding can be paid, the applicant will need to enter into a contractual arrangement with the NTG that sets out the terms and conditions under which the funding is provided. Applicants should not make financial commitments based on approval of funding until the Funding Agreement has been executed. Payments cannot be made for any costs incurred prior to the date that the NTG signs the Funding Agreement.

7. Funding Agreement

Once the project application has been approved, the Funding Agreement (or Memorandum of Understanding if the project is for a NTG agency) will be prepared by the Department of the Chief Minister on behalf of the NTG and provided to the nominated or sponsoring agency/organisation (as applicable). The Funding Agreement will be developed from the information contained in the application as well as *Attachment A: Project Budget* and *Attachment B: Project Work Plan*.

The Funding Agreement is a legally enforceable document which defines the obligations of both parties. It will describe the purpose for which the funding must be used, will provide a description of how, when, and where the project will be delivered, and will set out any requirements or conditions that must be met prior to the release of funds.

If there are any conditions or risk treatments identified by the NDRP Steering Committee which is to be satisfied, evidence must be provided to, and accepted by the NDRP Manager that these conditions have been met prior to the grant payments being made. If a condition relates to the securing of partnership funding, applicants will be required to secure that funding within an agreed period. Action may be taken to terminate a Funding Agreement where its requirements are not met.

The Funding Agreement aims to:

- Protect the Australian and Northern Territory Governments' interests and ensure the efficient and effective use of public money;
- Ensure the achievement of agreed outputs of the project; and
- Ensure appropriate recognition of Australian and Northern Territory Government funds.

The Funding Agreement will provide an instalment payment summary. Payment schedules are dependent on project size, type, agency capacity and availability of funds to the NTG as established within the NPA. Payment schedule preferences, (if requested in Other Comments on the Application Form) will be taken into consideration but cannot be guaranteed.

Please ensure that the person signing the Funding Agreement has the legal authority to agree to the conditions and commit any agency contributions to the project.

The Funding Agreement should be signed and returned within 30 days of receipt. Prolonged delays in returning the Funding Agreement may result in withdrawal of the offer of funding.

8. Payment Arrangements

For most projects, the initial payment will be made in advance, with remaining payments made on achievement of agreed milestones. Before the second and subsequent instalments can be made, funding recipients will be required to provide:

- Evidence of meeting the milestones through provision of a progress report, photographs and other documentation as requested;
- Evidence of meeting the obligations of the Funding Agreement;
- Evidence that all payments made by the NTG for the project have been expended or committed; and
- A tax invoice, which meets the requirements of the Australian Taxation Office for the amount of the payment (or a Ledger Transfer Funds request for NTG agencies).

Payments will only be made after the NTG is satisfied that milestones and the associated obligations specified in the Funding Agreement have been met.

9. Managing the Project

Once funding is confirmed, the applicant will be required to actively manage the project. The project's progress will be monitored against the Funding Agreement and the applicant will provide progress reports to the NDRP Manager.

The NDRP Manager will monitor progress against the Funding Agreement through assessment of progress reports and by conducting site visits if necessary.

10. Progress Reports

Applicants must provide regular reports on progress against the achievement of agreed milestones. Depending on the size and/or complexity of the projects, reporting may be quarterly or more frequently.

Reporting schedules will be part of the Funding Agreement and will be directly linked to the agreed milestones for the project. Where progress payments are linked to the achievement of specific activities, these payments will only be made after the relevant progress report is accepted and it is agreed that the requirements for payment stated in the Funding Agreement have been met, including expenditure of the previous payment.

The NDRP Manager will provide project managers with a Progress Report Template. To complete the report, fill in the project details and then provide information as requested on project status, funding expenditure, setbacks and expected completion date.

If the estimated project completion date provided in the Progress Report falls after the date in your Funding Agreement, then you will need to submit a Request for Extension of Time to Complete Project form (see Section 7 of this guide).

Reports are required to be submitted on or before the dates stated within the Funding Agreement. Failure to submit Progress Reports on time is a breach of the Funding Agreement and may result in payments being withheld and/or project termination, except if there are exceptional circumstances.

11. Variations and Extensions

Agencies are expected to manage delays and changes to expenditure for projects. Evidence of poor project management, either in the form of excessive delays or over-expenditure could affect the success of applications for funding in future grant programs.

Variations

The agency/organisation bears all risk of project over-expenditure unless variation has been granted in writing. Variations including funding and/or scope may be granted at the discretion of the NDRP Steering Committee and only if additional funding is available.

Requests for variation may be submitted by completing a NDRP Project Variation Request form which will be provided by the NDRP Manager on request.

Extensions

Projects must be completed by the project end date as specified in the Funding Agreement. Extensions may be granted at the discretion of the NDRP Steering Committee. As soon as a delay occurs or is anticipated the agency/organisation should request an extension. A NDRP Request for Extension of Time to Complete Project form is available from the NDRP Manager on request.

If no extension is requested and a project has not been acquitted within 30 days of the completion date as specified in the Funding Agreement, the project may be terminated and proceedings may begin to recover any funding already provided.

12. Acquittals and Final Project Report

Applicants are required to provide financial acquittals upon completion of the project that demonstrates that they have spent NTG funding for the purposes specified in the Funding Agreement.

When a project has been completed, applicants must complete:

- A Final Project Report to demonstrate that they have achieved all the agreed milestones; and
- A financial acquittal of all expenditure of NTG funding and other funding sources.

Project Managers are required to submit evidence for each payment claim; **please ensure that copies of all invoices and receipts are maintained throughout the project and are provided to the NDRP Manager.**

Please note that acquittals for the DRF must include evidence of expenditure for the entire project not just the component of the project that is funded by the DRF. For example, if the entire project cost is \$100,000 and the DRF has provided \$50,000; then receipts must be provided for the entire \$100,000; should receipts be provided for \$50,000 only then the NDRP Manager will deem your project as being achieved under cost and therefore a maximum of \$25,000 (50%) only can be awarded under the DRF. In this instance you will be required to return funds back to the NTG.

Once your Final Project Report has been accepted by the NDRP Manager, any outstanding final grant payments will be made (if applicable).

13. Evaluation

To enable evaluation of the benefits of Government funding, each applicant is required to identify the project's key outputs and the manner in which they will be measured (i.e. performance measures). This will have been carried out as part of the application for funding. These outputs and performance measures will be included in the Funding Agreement. The Final Project Report will be important for documenting what was achieved with the funding provided by the Government for the project.

Utilising this information, an evaluation by the NTG will determine how the funding contributed to the overall objectives of the NDRP and subsequently recorded in relevant performance reports to the Commonwealth.

14. Branding and Recognition Requirements

Organisations must ensure that all advertisements, promotional activities (such as pamphlets, other publicity or fundraising events) and any other public relations matters are consistent with this Guide and the Funding Agreement. At a minimum, all publicity material should include the following words:

“This material was produced with funding provided by the Northern Territory and Australian Governments through the Natural Disaster Resilience Program.”

The NDRP Manager will supply Commonwealth and Northern Territory Government logos and branding guidelines for project publicity on request. All project publicity should demonstrate truth, accuracy and good taste.

Project managers must notify the NDRP Manager at least 20 days in advance of upcoming promotional events (e.g. launches, course graduations and visits). The Chief Minister must be invited to all such activities; the Chief Minister has the option of accepting, declining or nominating a representative to attend on his behalf. The NDRP Manager will advise should a Federal Government representative also require an invitation to the event.

Funding for marketing and publicity activities (e.g. for the development of signage at project sites) may be approved in the project budget and should be clearly identified in the funding application. If a plaque is required for an opening, it may also be funded out of the project budget.

15. Contacts

Enquiries regarding any aspect of the operation of the fund should be referred to the NTNDRP Manager.

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