

# Indigenous Local Government Sustainability Program Local

2016 – 2018 Guidelines

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## Section 1 – Program overview

### 1.1 Introduction

The 2016–18 Indigenous Local Government Sustainability Program (ILGSP) is an allocation based program that is provided to all Queensland Indigenous councils.

### 1.2 Aim

The aim of the 2016–18 ILGSP is to provide funding to assist Indigenous councils increase their capacity, capability and sustainability.

### 1.3 Program objectives

The objective of the 2016–18 ILGSP is to support Indigenous councils implement projects and initiatives which strengthen their long term sustainability.

### 1.4 Eligible applicants

Recipient councils under the 2016–18 ILGSP are:

- Aurukun Aboriginal Shire Council
- Cherbourg Aboriginal Shire Council
- Doomadgee Aboriginal Shire Council
- Hope Vale Aboriginal Shire Council
- Kowanyama Aboriginal Shire Council
- Lockhart River Aboriginal Shire Council
- Mapoon Aboriginal Shire Council
- Mornington Shire Council
- Napranum Aboriginal Shire Council
- Northern Peninsula Area Regional Council
- Palm Island Aboriginal Shire Council
- Pormpuraaw Aboriginal Shire Council
- Torres Strait Island Regional Council
- Woorabinda Aboriginal Shire Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

### 1.5 Program details

The budget for the ILGSP is \$8,152,588. This is to be divided equally between the 16 eligible councils. Each council will receive a dedicated allocation of \$509,536 which is to be expended before 30 June 2018 on projects and initiatives which build council capacity and capability and contribute to long term sustainability.

Funds will be held by the Department of Local Government, Racing and Multicultural Affairs.

(the department) for distribution to individual councils as per agreed payment schedules once suitable projects have been negotiated and agreed upon.

#### Application

Departmental regional officers will be available to assist councils to prepare and submit a project proposal. The Department may seek further information from councils if required.

## Assessment

The Department will assess the Indigenous council's application(s) against the Aim and Objectives of the ILGSP.

## Approval

Should the project proposal be supported, the council will receive formal advice of funding approval.

## Release of funds

The schedule for the release of funds for approved projects will be negotiated at the time the formal advice of funding approval is provided consistent with Attachment A of the ILGSP Guidelines. **Funding is to be expended and acquitted by 30 June 2018** on approved projects.

## 1.6 Forms and guidelines

The 2016-18 ILGSP Project Proposal and funding acquittal forms can be downloaded from the department's website at: [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au)

## 1.7 Further information

For more information contact the Department of Local Government, Racing and Multicultural Affairs:

**Cairns Regional Office** Phone: 07 4037 3400

**Townsville Regional Office** Phone: 07 4758 3420

**Rockhampton Regional Office** Phone: 07 4924 2908

**Maryborough Regional Office** Phone: 07 4122 0409

Email: [lgfundingunit@dlgpa.qld.gov.au](mailto:lgfundingunit@dlgpa.qld.gov.au)

Further information is available on the department's website [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au)

## Section 2 – Application

### 2.1 How to apply

ILGSP is an allocation based program. Each Indigenous council is allocated one-off funding of \$509,536. Funds must be expended and acquitted by **30 June 2018**.

In order to access the funding, Indigenous councils are required to submit a project proposal for a project or projects to be funded from its ILGSP allocation. These can be submitted once the project has been developed.

### 2.2 Ineligible projects

The 2016-18 ILGSP supports Indigenous councils to implement projects and initiatives which strengthen their long term sustainability. Ineligible projects under the ILGSP include, but are not limited to, the following:

- works that have already commenced or have been completed
- purchase of or works to an asset that will not be owned by the Indigenous council
- works constructed on land that is not owned or controlled by the applicant, except where it has permission to construct on government-owned land and where the applicant has demonstrated that it has tenure over the land.

### 2.3 Assessment criteria

Project proposals will be assessed against the following criteria and are required to demonstrate:

- how the project supports the 2016-18 ILGSP aims and objectives
- the proposed project shows clear benefits to the community
- how the proposed project contributes to sustainability
- an appropriate level of risk assessment has been undertaken

**Note:** The Department may consult with other agencies in assessing and prioritising the allocation of funding to projects.

### 2.4 Confidentiality

The Department will treat the information provided in the application as confidential. However, as part of the assessment of an application, the Department may need to consult with, and provide the application and/or material from the application to other government agencies or bodies and other Organisations and/or individuals, in order to substantiate any claims or statements made in the application form, or to otherwise assist in the assessment of the application. If this occurs, the Department will make every reasonable effort to ensure the parties who are consulted are aware of the need to treat the information as confidential.

Following approval of an application the identity of the Organisation, the funding amount awarded and a brief description of the project may be disclosed by the Department to third parties to promote the ILGSP's operation and policy development.

# Attachment A – General funding conditions for an Approved Project

## Approved Funding payment

The Department agrees to pay the Organisation the Approved Funding as detailed in the formal advice of funding approval.

Subject to the terms of the formal advice of funding approval, the Organisation agrees that the Approved Funding is a subsidy only, and the Organisation will meet all other associated costs.

The Approved Funding amount will not exceed the total detailed in the formal advice of funding approval.

Payments will be paid by electronic transfer. Payment by way of electronic transfer is subject to the Organisation completing the payment by electronic funds transfer form provided by the department.

The Organisation agrees to return any unspent funding for the financial year, or an agreed proportion of the Approved Funding, to the department if the conditions outlined in the Head Agreement, the formal advice of funding approval and these Funding Program Guidelines are not met to the satisfaction of the department.

## Acknowledgement requirements

The Organisation agrees to, at the Organisation's cost, recognise the contribution of the State of Queensland as set out in the acknowledgement guidelines on the Department's website at:

<http://www.dlgrma.qld.gov.au/local-government/grants/acknowledgement-requirements.html>

## Buy local

The Organisation acknowledges that the Department is providing the Approved Funding for the public benefit, which includes supporting greater employment opportunities for members of the local community.

When conducting procurement processes, the Organisation agrees to use its best endeavours to ensure that competitive local firms (that comply with relevant legislation) are given a full, fair and reasonable opportunity. For larger, more complex purchases, 'local' may be interpreted as the whole of Queensland.

## Project acquittal

Allocation recipients must submit a subsidy claim form and associated reports for each project in sufficient time for payments to be processed by 30 June 2018.

Any funds not claimed by the allocation recipient by 30 June 2018 will be returned to the funding pool to be redistributed among other funding recipients.

The final funding claim for payment and acquittal documentation must be provided to the Department to allow sufficient time to process the funding claim and associated reports.

The Organisation must provide to the Department the following:

- a letter signed by the Organisation's accountable officer certifying:
  - the completed project complies with the Approved Project as described in the formal advice of funding approval and that the completed Approved Project fulfils its stated purpose and objective
- verification of the project completion (including certification from other relevant government entities) as required for the Approved Project
- the project report detailing:
  - the project title and brief description
  - date of completion
  - the approved subsidy
  - the project's objectives and the extent to which these have been met, as provided in the Organisation's application
  - the benefits accruing to the community from the project and impediments to achieving objectives or undertaking the project
  - a comparison of estimated and final costs of the project with an explanation of any cost over-runs. Retention money held by the Organisation may be included as part of the final project costs
  - at least three colour photographs of the completed works certified by the Organisation's accountable officer
  - a photograph of the plaque or sign acknowledging the contribution of the department
  - copies of all relevant approvals, licences and certifications as required by any Acts, laws or regulations, where applicable.

Failure to comply with all the terms of the Head Agreement and Program Guidelines and any conditions outlined in the formal advice of funding approval may result in the loss of funding with any outstanding payments being forfeited.