

Guideline



COUNCIL CATCH-UP series Guidelines

2022-2023

Introduction

From late February-March 2022, the region experienced severe weather with intense rainfall that endured for several days. In mid-May 2022, a second rain event impacted the region. Widespread flash and riverine flooding occurred across the region where homes, commercial premises and transport routes were impacted.

In response, the Local Recovery Committee is facilitating a coordinated process of supporting affected individuals, communities and businesses towards restoring their emotional, social and physical wellbeing.

Purpose of Council Catch-Up

The Council Catch-Up series offers non-recurrent supplementary funding to community organisations that host Council officers and its partners to:

1. Facilitate the gathering of residents and visitors in pre-determined locations to access health and wellbeing information and services that aid in disaster recovery.
2. Provide information relevant to 2022-2023 and 2023-2024 disaster seasons to increase awareness of risks associated with natural disasters.
3. Promote resources that increase awareness of the shared responsibility for:
 - a. disaster prevention, preparedness, response, recovery;
 - b. weed, pest, vector control following natural disasters within the local government area (LGA);
 - c. business continuity planning and resilience.

Up to \$750 per applicant is available from a total funding pool of \$6 000.

Delivery of Council Catch-Up

Council Catch-Ups will deliver and evaluate face-to-face, community-informed activities within the LGA that respond to disaster recovery needs and increase understanding of natural disasters and their impacts in a place-based context. Specifically, an information and education program up to 2.5 hours in duration will be hosted by the applicant at their event of 'local significance'.

Proudly supported by



An initiative funded by the Queensland Government, Mental Health and Wellbeing
Community Package under Queensland's Economic Recovery Strategy

Event attendees will have access to:

- Information about forthcoming seasonal weather; local risk and impacts of flooding, bushfire, transport route disruption; environmental and health impacts following natural hazards
- Face-to-face 'quick chat' sit-downs with Council's officers e.g., disaster management, water catchment, public health, pests and weeds
- Free personal health checks, i.e., blood sugar-levels, blood pressure
- Free Psychological First Aiders
- Free take-away education and information resources that increase awareness of the need for shared responsibility before, during and after disasters
- Lucky door prizes
- An event satisfaction survey (administered by Council officers at the event)

Apply to host a Council Catch Up

1. Check the eligibility criteria below before submitting your application.
2. Submit an application via the Lockyer Valley [SmartyGrants web portal](#).
3. Applicants will be advised of the outcome within two (2) weeks of submission.
 - a. Note: Council will advise the public via its [website](#), social media platforms, and monthly [Community Connect newsletter](#) if the pool of funding is exhausted before the submission deadline of 17 November 2023.
4. If successful, applicants must:
 - a. provide access to the host venue to permit Council officer/s to undertake:
 - i. an initial site inspection to determine venue suitability (where required); and
 - ii. a risk assessment no later than three (3) weeks prior to hosting the Council Catch Up.
 - b. issue a tax invoice to Council for the value of funds awarded at Item 3, no later than two (2) weeks after having hosted the Council Catch Up.

Timetable for 2022-2023 Series

Applications Open	14 October 2022
Applications Close	17 November 2023
Application Assessment	Within two (2) weeks of submission
Notifying Applicants	Within two (2) weeks of submission
Delivery dates	Until funding pool is exhausted or by 15 December 2023 (whichever comes first)
Reimbursement of costs	Issue tax invoice to Council no later than two (2) weeks post-event Payment will be made within two (2) weeks of receiving a tax invoice

Eligibility for hosting Council Catch-Ups

Not-for-profit community organisations that:

- Operate within the Lockyer Valley LGA
- Have appropriate public liability insurance
- Adhere to sound workplace health and safety practices

Proudly supported by



An initiative funded by the Queensland Government, Mental Health and Wellbeing Community Package under Queensland's Economic Recovery Strategy

- Have no debt to Council, or have entered into scheduled payment arrangements with Council which are being met
- Have met acquittal conditions for previous council grants
- Have significant local membership or regular patronage

An event of 'local significance' includes a community activity or event that:

- attracts local patronage of up to 60 adults during the period of the Council Catch-Up series delivery
- enables local patronage to (re)connect with families, friends, neighbours and other community networks
- occurs in an atmosphere and locality that permits the delivery of information to a large group of people, followed by one-on-one conversations

Determining whether an event meets the eligibility criteria of 'local significance', and purpose of the series, is at the sole discretion of Council officers.

Ineligibility for hosting Council Catch-Ups

The following are not eligible to apply:

- For-profit businesses
- Individuals
- Local, state, or federal government departments and entities

Eligible items, activities, events at which to host Council Catch-Ups

(including but not limited to):

- Catering (must be made available to patrons at no cost)
- Commercial transport arrangements (to facilitate patrons' attendance)
- Equipment hire e.g., rides, entertainment, furniture, cooking, food storage, signage, audio visual
- Fees for entertainment providers, translation services
- Media, marketing resources to profile event (Council must be named as a sponsor)

Ineligible items, activities, events

- | | |
|---|---|
| <ul style="list-style-type: none"> • Ongoing operational or recurrent costs including but not limited to salaries, rent, fuel • Those where attendance is limited to individual organisation/s or their members • Those run solely for commercial profit • Those run solely for fundraising purposes (without broad community benefit) • Those held in a locality that has, or will, host a Council Catch-Up in the preceding or proceeding three (3) months | <ul style="list-style-type: none"> • The core business of educational, religious or medical organisations • Prize money, prizes or trophies • Judging or adjudication fees • Uniforms • Purchase and/or service of alcohol • Insurance costs • Administration fees • Development of privately-owned facilities • Payment of debt • Political activities |
|---|---|

Proudly supported by



- Those that have already occurred or begun, at the time of submitting an application
- Waste disposal

Other information regarding Council Catch-Ups

- Council will only reimburse costs for items, activities or events approved through this process.
- Council will assess applications to ensure that the community group meets eligibility criteria. Doing so however, does not guarantee the approval of an application.
- Applicants may submit one application to host a Council Catch-Up.
- A maximum of eight (8) applications will be funded as a part of this series.
- Hosting of a Council Catch-Up must occur by Friday 15 December 2023.
- Where the applicant cancels their event:
 - they will take all reasonable steps to reschedule the hosting of the Council Catch Up in line with their application, within two months of the original date. Where the Council Catch Up cannot be rescheduled within this timeframe, the applicant will forfeit access to the funds. These funds will be returned to the series' pool of funding.
 - they acknowledge that subsequent contributions towards eligible costs for the rescheduled event will not be made available.
- This funding scheme is delivered in conjunction with Council's [Community Grants and Assistance Policy](#) and [Procedure](#).

For further information regarding the Council Catch-Up series, please speak with Lockyer Valley Regional Council's Community Engagement Team on 1300 005 872 or at ceteam@lvrc.qld.gov.au.

Proudly supported by



An initiative funded by the Queensland Government, Mental Health and Wellbeing Community Package under Queensland's Economic Recovery Strategy