Form 13 Request for an Extension of Time (EOT)

Natural Disaster Relief and Recovery Arrangements

This form has been designed to help applicants apply for an Extension of Time (EOT) to complete approved projects under the Commonwealth/State funded Natural Disaster Relief and Recovery Arrangements (NDRRA).

To ensure that your **Extension of Time** request meets the eligibility criteria please refer to **Queensland Disaster Relief and Recovery Arrangement Guidelines – Category B Restoration of Essential Public Assets.**

This document can be found at [**www.qldreconstruction.org.au/ndrra**](http://www.qldreconstruction.org.au/ndrra)

Please email the completed form to **info@qldra.org.au** or post a hard copy via mail marked to the attention of Strategic Policy, Queensland Reconstruction Authority, PO Box 15428, City East QLD 4002.

**Applicant Details**

Applicant (Council/State Agency): Click here to enter text.

Name of contact officer for EOT application:

Name: Click here to enter text. Position: Click here to enter text.

Phone: Click here to enter text. Email: Click here to enter text.

**Submission Details**

NDRRA event: Click here to enter text.

Name of Asset/s: Click here to enter text.

QRA submission number/s: Click here to enter text. Applicant reference number: Click here to enter text.

Please select (x) all relevant details below to enable an assessment of EOT application:

[ ]  This is the FIRST APPLICATION submitted for an EOT for the project identified; or

[ ]  A prior extension has been sought/approved for the project - If yes, please provide details:

 Click here to enter text.

 Date previous EOT requested: Click here to enter a date.

 [ ]  Current EOT date approved: Click here to enter a date. **OR** [ ] Not approved

[ ]  The application is being submitted within the Allowable Time Limit or within the prior approved extension period.

Extension requested to: Click here to enter a date.

Allowable Time Limit (ATL): The period of 24 months after the end of the Financial Year (FY) in which the relevant disaster event occurred.

**Proposed Extension Details – Business Case**

Attach the following documents to support the EOT application:

[ ]  A current program of works by submission (Ensure program of works dates align with progress reports)

[ ]  Original Project Management Plan

[ ]  Amended Project Management Plan

[ ]  Project Risk Management Plan

Brief description of original scope of project: Click here to enter text.

Planned project commencement date: Click here to enter a date.

Actual project commencement date: Click here to enter a date.

Planned project finish date: Click here to enter a date.

Date when an extension was first identified: Click here to enter a date.

Project delay: (Explanation for the time taken from the date of the event and when the project commenced and periods of inactivity, if any, during the project)

Click here to enter text.

Level of progress to project when an extension was identified as being required: (Description of the current level of progress to project)

Click here to enter text.

Details of the exceptional circumstances:

Click here to enter text.

Were the exceptional circumstances identified in the risk management plan? [ ]  Yes [x]  No

Actions taken to minimise impact of exceptional circumstances:

Click here to enter text.

Value for Money: (outline benefits / outcomes of extension of time for the project/s e.g. procurement, economies of scale, asset optimisation)

Click here to enter text.

What are the consequences if this extension is not granted?

Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cost of the project included in last estimates | FY 1 (FY of event impact) | FY 2 (2nd year of ATL) | FY 3 (3rd year of ATL) | FY 4 (year of the extension) | Total |
| $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. |
| Cost to be included in NDRRA estimates if extension granted | FY 1 | FY 2 | FY 3 | FY 4 | Total |
| $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. |
| Cost to be included in NDRRA estimates if extension not granted | FY 1 | FY 2 | FY 3 | FY 4 | Total |
| $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. |

Allowable Time Limit (ATL): The period of 24 months after the end of the Financial Year (FY) in which the relevant disaster event occurred.

**Statement of Commitment**

[ ]  In signing this application for an Extension of Time, the applicant commits to completing the project/s detailed in this application by the proposed extension date, and, if the EOT is approved, submitting the final claim for the subsidy to Queensland Reconstruction Authority within three (3) months from end of financial year in which the eligible expenditure was incurred.

[ ]  The applicant agrees to provide any additional information requested by the Authority to support this request.

[ ]  The applicant has reviewed the Queensland Disaster Relief and Recovery Arrangement Guidelines - Category B Restoration of Essential Public Assets section 7.11.3 and confirms understanding of the eligibility criteria for an Extension of Time request and the process for assessment of requests.

[ ]  The applicant understands that if this Extension of Time is approved, the approval will not result in an increase in the scope of works being reimbursed under the NDRRA.

I/We certify that this request for an Extension of Time is required as a result of an activated NDRRA eligible disaster event.

Name: Click here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

 Chief Executive Officer /

 Accountable Officer

*This information is being collected for the purposes of funding, management and reporting of reconstruction activities.  This information is collected pursuant to Part 2, Division 2 of the Queensland Reconstruction Authority Act 2011.  The information may be disclosed to the Commonwealth Government and Queensland Government agencies, departments and statutory authorities involved with reconstruction activities.*

**Where do I get help?**

Contact your Regional Liaison Officer or phone: +61 7 3035 6916 or email: info@qldra.org.au

**Level 11, 400 George Street, Brisbane**

**PO Box 15428 City East Queensland 4002 Australia**

**Telephone +61 7 3008 7200**

**Facsimile + 61 7 3008 7299**